CSUDH 40 1960-2000

hands-on e.commerce ...for summer 2000

getting down to business

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

EXTENDED EDUCATION

What is Extended Education?

Extended Education is the continuing education branch of California State University, Dominguez Hills. Our goal is to extend the educational resources of the University to the community. Courses are open to all adults. You do not have to be enrolled at California State University, Dominguez Hills to attend.

Extended Education offers dozens of courses a year covering a variety of topics. the majority focus on career oriented information in a specific field. These professional development classes emphasize a practical, real-world approach. Other courses explore cultural and personal interests.

How can I find out more?

By simply calling (310) 243-3741 during business hours. We will be glad to answer any questions you may have about our programs. If you do not receive our bulletin in the mail already, request to have your name put on our mailing list!

Business/Certificate Programs

Would you like to become self-employed running your own child care center or medical billing service? Ideas abound for entrepreneurs on pages 4-18.

Computers/Internet

Could your career use an upgrade? The enhancement of great-looking reports, photographs and designed brochures make you look good, too. Learn the latest in computer design software! Sign up for an exciting seminar in e-commerce or a course in designing your own Web page. See pages 19-24.

Education

Courses for teachers and parents, plus speed reading courses for all ages. See pages 25-27.

ESL

For those who need to improve English skills for work or study, see pages 28-29.

Health

CSUDH's Certificate Program in Alcohol and Drug Counseling is one of the best in California. See pages 30-31 for the summer schedule.

Travel

Exciting travel experiences begin on page 3!

For information:

Registration
Tel: (310) 243-3741
Fax: (310 516-3971
Website:
www.csudh.extendeded

Extension Programs
(310) 243-3741

Center for Training & Development
(310) 243-3741

Special Sessions
(310) 243-3741

Distance Learning
(310) 243-2288

American Language & Culture Program
(310) 243-3830

Financial Aid
(310) 243-3647

Disabled Student Services
(310) 243-3660
TDD (310) 243-2028

Older Adult Center
(310) 243-2003

Women's Center
(310) 243-2486

CSUDH Bookstore
(310) 243-3789

CSUDH Library
(310) 243-3714

Parking/Public Safety
(310) 243-3639

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This Bulletin is printed by the Division of Extended Education at no expense to taxpayers.
Every effort is made to ensure the accuracy of the information in this Bulletin. However, the information in the Bulletin is subject to change without notice.

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Omnilore Society

Over 50?
("seasoned")
Like to stretch your mind?
Enjoy intellectual discussions?

Omnilore Society, an affiliate of ALIROW and Elder Hostel Institutes, South Bay Study/Discussion Groups may be just the thing for you. Groups meet mornings and afternoons every other week for two hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.

Interested?
NHSN 101-01 Singles
CRN 30002
NHSN 101-02 Couples
CRN 30003

Summer discussion groups meet June - August Mon-Thu. Optional hours are 9am-12 noon at the Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway, Rooms 7 & 8.

Annual Membership Fee:
$90 for single registration, $150 for couples.

For information phone (310) 540-6011 or write to:
Omnilore, PO Box 7000-236 Redondo Beach, CA 90277

Don't Delay!
Be sure to register
early
so that we know
you're coming!

Summer Topics of Summer Study/Discussion Groups

(Those with 8 or more signing up will be offered beginning May 1)

The Arab/Jewish Conflict over Palestine

Ancient Civilizations/Archeology

The Role of Government in the Arts

Alfred the Great

Modern Scholarship of the Bible

California Water Wars

Rise of Ancient Sumer

Conquerors in History

Creative Writing

Great Decisions of 2000

Franklin D. Roosevelt

Gardens of the Palos Verdes Peninsula

Modern Irish Literature

Money

Music and the Brain

Mythology

Neil Simon's Comedy

Presidential Decisions 1900-1950

The Phenomenon of Psychoanalysis

The Renaissance in Southern Europe

Cinema 1--the Silents

Beliefs of the Southwest Indian Tribes

Think Like a Genius

Famous Trials

Plan Your Getaway!

NRBT 102-01
Canoeing the Russian River
Noncredit

Spend four days on the beautiful Russian River along the northern California coast near San Francisco and the Napa-Sonoma wine country. Designed for beginners as well as experienced canoers, this trip will cover approximately 32-36 miles of the Russian River from Asti (near the Italian Swiss Colony Winery) to Guerneville-Monte Rio. The Russian River includes several sections with "riffles" (which can be walked around, if desired) rolling hills, giant redwoods along the riverbanks, and morning fog. Instruction provided in basic paddling strokes, maneuvering techniques, and safety procedures. Participants provide own food, camping equipment, transportation and camping expenses.

Prerequisites: participants must be in good physical condition and have basic swimming skills. There will be no pre-trip meeting: participants will receive an information sheet with registration fees.
*** No refunds 28 days prior to trip.**
Chuck Reynolds has been leading trips such as these for 20 years.
Session 01: CRN 30443

Sun-Wed Aug 13-16
(must register by July 23)

$190 per session
(incl. canoe rental)

Longing to see the Galapagos?

Make this the year you seek out the places you've just dreamed about!

Join a Summer or Fall Travel Study Program and discover ancient, modern and unexpected places! College faculty escorts and in-country specialists share their insights about the contemporary, natural and historical aspects of the destinations you've waited all your life to experience!

Visit
MOROCCO • ISRAEL
SOUTH AFRICA
NOVA SCOTIA
ITALY • EGYPT
TURKEY • GREECE
INDONESIA• PERU
IRELAND • ALASKA
KENYA • CHINA
GALAPAGOS
ISLANDS

Call (310) 243-3741 for complete itineraries of the tours we're taking this summer and fall!

Employers! In 1998-99 we helped train 550 students in 60 companies!

Take Advantage of California's Best-Kept Training Secret:

Employment Training Panel (ETP)

- ✔ **CSUDH carries the contract for training services**
- ✔ **No Paperwork**
- ✔ **Training suited to your specific needs**
- ✔ **No out-of-pocket expense for training**

"We gained a philosophy of learning the company will incorporate across the board through this great experience!"
Lulie Leonard
Human Resources
Juanita's Foods, Inc

"It's the most beneficial training we've had for our supervisors. Excellent teachers. We're continuing!"
Stephanie Wright
Vice President
The Queen Mary

"On-site computer, material planning, and leadership training classes provided through this program have helped increase our productivity significantly here at Hughes Electron Dynamics."
Tim Fong
General Manager
Hughes Electron Dynamics

In 1982, the State of California founded the Employment Training Panel to assist employers in training their workforce. Funding comes from the pool of employer contributions to unemployment funds (approximately $100 million per year). *CSUDH will tailor-make a program suited to your training needs.*

- ✔ **Computer Training**
- ✔ **Motion Picture Training**
- ✔ **Professional Supervision**
- ✔ **Vocational English**
- ✔ **Human Resource Management**
- ✔ **Health & Safety Training**
- ✔ **Production & Inventory Control**
- ✔ **New classes for 2000**

And now:

Allied Signal Challenger Learning Center, located on the CSUDH campus offers **The Quantum Leap Challenger Training Program**

Space-Age Team Building Skills and Dynamic Communications Training

For more information, call

Reginald Akpata at (310) 243-3747

Email:
rakpata@csudh.edu

Begin realizing your ETP benefits today!

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971

Family Child Care Providers:

Are you tired of being labeled "baby-sitter?"

Come and learn how to provide quality care and professionalize your home business. CSU Dominguez Hills, Extended Education, is offering a comprehensive training program designed for family child care providers. Students who attend all six sessions will receive a certificate awarding 1.8 Continuing Education Units (CEU's).

Family child care providers already in business or individuals interested in starting their own family child care business will learn how to provide high-quality programs for children in their care and how to "professionalize" their business. Participants will learn through active, hands-on activities, videos and discussions. Experts in various areas will be included as guest speakers.

Family Child Care Certificate Award Program

Classes begin			Course No	CRN No
June 17	Session 1	Your Family Child Care Business	TEX 906-01	30371
June 24	Session 2	Setting Up Your Home Environment	TEX 907-01	30372
July 8	Session 3	Preparing Nutritious Meals & Snacks	TEX 908-01	30373
July 15	Session 4	Curriculum, Observation & Assessment	TEX 909-01	30374
July 22	Session 5	Working with Parents/Positive Discipline	TEX 910-01	30375
July 29	Session 6	Networking & Professional Development	TEX 911-01	30376

All Classes on Saturdays from 9am-noon at the Inglewood One-Stop Center,
110 S. LaBrea, Inglewood, 90301.

Cost: $150 for all courses and the certificate awarding 1.8 CEUs.

Courses may be taken on an individual basis for $25 each, however, all six courses are required to receive a certificate. Each course awards .3 CEUs. For further information, contact Letty Rodriguez at (310) 243-2425.

Certificate Award in Construction Project Management

The Program

This innovative and timely program is designed for professionals in construction, architects, engineers, property owners, developers and those who wish to develop and expand their managerial skills in construction.

Certificate Award

A Certificate is awarded at the successful completion of all seven courses. A certificate can be earned in a five-month period. All courses provide Continuing Education Units (CEUs). **Those who do not wish to pursue a certificate may take individual classes.** Successfully completed courses by candidates in the program prior to Spring 1999 will automatically be counted toward the revised certificate requirements. Provider number is available for completion of Real Estate Law.

Schedule of Courses

Courses are offered Tuesdays and Thursdays, 6:30-9:30pm at the Franklin Community Center in Redondo Beach.

Textbooks

Textbooks may be purchased at the bookstore on campus (310) 243-3789, or payable by check or money order only in class.

For more information, call:

(310) 243-2425

The Courses

CMX 920 Project Management

1.5 CEUs **$135**

Become a successful project manager by learning the basic principles and responsibilities of construction project management and how they relate to the total construction process. Learn how to identify and manage the vital components of project planning, budgeting and scheduling, resource allocation, legal requirements and ethical considerations, construction safety, and project supervision.

CMX 921 Real Estate Law

1.2 CEUs **$105**

This course provides an overview of the legal system: Contractor's license law, contract laws, real estate law, labor law, OSHA, employment law, litigation and arbitration, contractor's liability in tort-negligence, mechanic's liens, plus basic contract principles and responsibilities.

CMX 922 Construction Accounting

1.8 CEUs **$160**

The course will review accounting theory offering an understanding of the terminology of accounting. Payroll accounting will focus on workers' compensation insurance, cost allocation and control. Other subjects include types of businesses and organizations, lien law, construction cost control, progress payments and subcontractor invoices, back charges, cash flow and cost of sales.

CMX 923 Construction Finance

.9 CEUs **$90**

The course will focus on the nature of development projects, sources of funds, mortgages, permanent and construction loans, loan processing and administration for both portfolio and for sale projects.

CMX 924 Estimating and Plan Reading

2.4 CEUs **$210**

This course provides a survey of the fundamentals of Construction Math, plan reading, and cost estimating with an emphasis on quantity surveying and pricing.

CMX 925 Bidding & Scheduling

1.8 CEUs **$160**

This course covers the different bidding strategies used in the construction industry: methods of selling or buying out the construction project, whether from the owners' or contractors' perspective. Learn to read, analyze and create your own bar chart and critical path method schedules. Learn to monitor and control time, money and other resources with the schedule. Learn how to use the schedule to measure the effect of changes and delays on the project.

CMX 926 Construction Safety

1.8 CEUs **$160**

This course provides an overview of safety procedures, regulations and their application as they apply to the Southern California construction industry. Also included will be a series of lectures supported by printed material given by an industry working safety specialist. Areas such as fall protection, working in confined spaces, excavation safety procedures, CAL/OSHA , Federal OSHA regulations and procedures are covered.

Summer 2000 Schedule

CMX 926 Construction Safety

1.8 CEUs **CRN 30444**

Mike Gugert

6 mtgs: Wed Jun 7-Jul 19
6:30-9:30pm
FCC rm 7
$160

CMX 921-01 Real Estate Law

1.2 CEUs **CRN 30445**

Arnold Sock, J.D., LL.M.

4 mtgs: Tue Jul 11-Aug 1
6:30-9:30pm
FCC rm 7
$105

Preregistration Required

Fall 2000 Schedule

CMX 922 Construction Accounting

CMX 923 Construction Finance

CMX 924 Estimating & Plan Reading

CMX 925 Bidding & Scheduling

CMX 926 Construction Safety

The Faculty

I. Lawrence Kaltman, architect and general contractor, has over 35 years of experience in design and building.

Mike Gugert, Snyder Langston; Operations Manager, 20 years experience with international and domestic projects.

Paul Imrie, Senior Project Construction Superintendent, Snyder Langston.

W. John Irwin, II, PE, Mechanical Engineer, and Claims Consultant, O'Brien-Kreitzberg, Inc.

Arnold F. Sock, Esq. LL.M. (Taxation) Director & officer Homesontour.com Inc. and Tax Debt Negotiators, Inc. Corporate, and real estate, finance & operations.

William Stinde, MBA, General Contractor, Real Estate Broker, Management Accountant, licensed to practice before the Internal Revenue Service.

Certificate Award in
Environmental & Occupational Health & Safety

Learn how to fulfill OSHA requirements!

The Certificate Award in Environmental & Occupational Health & Safety is endorsed by the the National Safety Council.

The Certificate

Designed for Health & Safety officers and those planning to enter the field, the program will enable a person to apply the skills and fulfill the requirements of functioning in a Health & Safety Department and to administer health & safety programs in an industrial setting. Five core courses plus one elective course are required. Elective courses are offered to suit the needs within various industries. **Students not pursuing the certificate may take individual courses.** The total program awards 10 Continuing Education Units (CEUs).

Who Should Attend

The program will meet and satisfy ongoing CEU requirements for the safety officer, registered environmental assessors, certified safety professionals, certified industrial hygienists, professional engineers and safety & industrial nurses. Supervisors, company owners, top & middle management, loss control representatives, worker compensation administrators, risk management, general managers and superintendents will also find this program a valuable and important means of gaining professional Health & Safety knowledge.

The Schedule

Students may attend classes in any order according to their needs. Courses are offered in the evenings and/ or on weekends. The Program can be completed in six months.

The Location

All classes are held on the CSUDH campus in Carson or the Franklin Community Center in Redondo Beach.

Core Courses

HEX 945 Foundations of Safety and Health Program Administration

HEX 946 OSHA Laws and Accident Investigation

HEX 947 Introduction to Workers' Compensation

HEX 950 Introduction to Industrial Hygiene

HEX 953 Recognition and Control of Workplace Hazards

HEX 960 OSHA and Environmental Law

For more information, call (310) 243-2425

ELECTIVE COURSES

One elective is required from the list below.

HEX 920 Ergonomics

HEX 925/926 Principles of Industrial Hygiene and Exam Preparation Part I and Part II (Offered each Spring semester)

HEX 954 Safety Protection

HEX 955 Industrial Hygiene Instrumentation and Sampling

HEX 956 Environmental Fundamentals for the Safety Practitioner

HEX 963 Workplace Security & Violence Issues

HEX 978 OSHA Law Fundamentals

On-site instruction is available. For information or to obtain a current schedule of classes, call the CSUDH Office of Extended Education, (310) 243-3741.

PROFESSIONAL ADVISORY COMMITTEE

Joanette Alpert, MS, PT, CIE, CPE, Vice President of Woodward, Alpert & Assoc.

D.M. "Skip" Clark, Manager, Safety & Industrial Hygiene, Boeing, RSSP

Don Christian, JD, Loyola Univ, MA, Health Science, CSULA

Carl Cronin, REA, RSSP, Principal Safety Engineer, General Safety Services

Joseph M. Kaplan, President, Los Angeles Chapter, National Safety Council

Michael Nicolas, REA, RSSP, Safety Consultant Loss Control

John A. O'Toole, Ph.D, RSSP, Health & Safety Consultant, CAL/OSHA Consultation

James L. Unmack, CSP, CIH, PE. Vice President, Westates EHS Services, Inc.

CORE COURSES

HEX 945 Foundations of Safety and Health Program Administration

2.0 CEUs **$250**

This course covers the implementation of injury and illness prevention programs, typical health and safety problems, program responsibility, employee compliance, communications to the employees, hazard evaluations, injury and illness investigations, correction of unsafe or unhealthful conditions, employee training and recordkeeping in an industrial setting.

HEX 946 OSHA Laws and Accident Investigation

2.0 CEUs **$250**

Provides participants with the foundation and practical application of current laws and regulations to identify the sources of injuries and illnesses in order to reduce them in the workplace. Legislation and defense for civil and criminal liability from collection and identification of accident evidence will be covered.

HEX 947 Introduction to Workers' Compensation

2.0 CEUs **$250**

A comprehensive first-time look at the Workers' Compensation system. Emphasis is placed on both the employer's and employee's rights and responsibilities in providing/receiving benefits as applicable. Also, a look at ways to investigate possible Workers' Compensation fraud and abuse.

HEX 950 Introduction to Industrial Hygiene

1.0 CEU **$150**

Introduction to the science and art of industrial hygiene, with emphasis on the different ways of measuring employee exposure to hazardous chemicals and physical agents. Basic toxicology, how chemicals and physical agents interact with the human body, and how people can protect themselves through personal protective devices and engineering controls practices will be covered.

HEX 953 Recognition and Control of Workplace Hazards

1.5 CEUs **$180**

A review of chemical and mechanical hazards known to be in the general workplace with an emphasis on logical discovery will be covered. Students will learn how to treat hazards in order to provide a safe and healthy workplace for their organization.

HEX 960 OSHA & Environmental Law

2.0 CEUs **$250**

Provides a basic foundation to understand, analyze and apply federal and CAL/OSHA requirements. The current laws, legislation and litigation arising out of the development and application of environmental laws, dealing with the EPA and RCRA programs and hazardous waste controls, recent cases, legislation and defenses for the new civil and criminal liability cases will be covered.

Summer 2000 Schedule

HEX 920-01 Ergonomics

Elective 1.5 CEU CRN 30383

This course will focus on basic principles and applications of ergonomics, as applied to the office and industrial environments. Students will gain knowledge in the following areas: ergonomics as a science, the prevention of cumulative trauma disorders, program implementation strategies, work place design, and current standards and regulations.

Joanette Alpert, MS, PT, CIE, CPE, Vice President of Woodward, Alpert & Assoc.

5 mtgs: Tue Jul 11-Aug 8
6:30-9:30pm
CSUDH SAC 1104
$180

HEX 946-01 OSHA Laws and Accident Investigation

CORE 2.0 CEUs CRN 30384

John O'Toole, REA, Health and Safety Consultant, Cal/OSHA Consultation

7 mtgs: Wed Jun 21-Aug 2
6:30-9:30pm
CSUDH SAC 1106
$250

Fall 2000 Schedule

HEX 947-01 Introduction to Workers' Compensation

HEX 963-01 Workplace Security & Violence Issues

HEX 950-01 Introduction to Industrial Hygiene

HEX 953-01 Recognition & Control of Workplace Hazards

Certificate Award in Advanced Human Resource Management

THE CERTIFICATE PROGRAM

Intended for the seasoned Human Resource professional, the Certificate Award in Advanced Human Resource Management is a series of classes in specific topic areas that focus on the important HR management issues of today. Rather than focus on a basic understanding of employment wage, and hour, and labor laws, the Advanced Certificate curriculum places emphasis on a detailed understanding of processes, systems, and practical "how-to" knowledge for administering HR programs and moving into strategic positions as part of the company management team in today's competitive business environment.

PROGRAM EMPHASIS IS ON

- Development of practical HR systems and their administration
- Measurement an bench marking of HR success
- Avoiding costly mistakes in hiring and dealing with HR issues
- Developing strategies for reducing corporate risk and liability through effective HR practices

WHO SHOULD ATTEND

- Specialists in the Human Resource field who need to expand their knowledge and expertise in all aspects of Human Resource Management
- Those who have completed the Human Resource Management Certificate Program
- Business owners and executives
- PHR's and SPHR's who need to meet recertification requirements
- Business attorneys
- Business consultants
- MBA students

CERTIFICATE AWARD

A certificate is awarded upon completion of all eight modules. Upon completion of the Certificate Program 2.4 Continuing Education Units (CEU's) are awarded together with a certificate. University transcripts are available upon request.

THE SCHEDULE

The eight modules are offered Thursday evenings June 8-July 27 from 6:30-9:30pm at the Franklin Center, room 8.

Preregistration Required

Advisory Board

James D. Vigneau, SPHR, Human Resources Executive for VIAM Manufacturing, Inc., B.S., USF, is a lecturer and consultant with over 20 years of experience in the Human Resource field, assisting companies with the development of their Human Resource systems.

Patricia Doherty, CCP Principal, Doherty & Associates, is a Human Resource consultant with expertise in compensation and benefits administration, and Human Resource Management systems.

Carol Jaramillo, SPHR, Personnel Director, Casio PhoneMate, Inc. Ms. Jaramillo is a corporate Human Resource officer with considerable experience and expertise in HR Management.

Kent Perkins, PI, President, Allied Management Resources, a licensed private investigator with 25 years experience assisting companies with workplace security concerns, investigations, employee malfeasance and workplace violence.

Millicent Sanchez, Esq. Partner, Swerdlow, Florence, Rathbun & Sanchez, is a labor attorney admitted to practice in Hawaii and California with experience in employment law, discrimination, wrongful discharge and employment litigation.

THE COURSES

BUX 929-01 Certificate Award in Advanced Human Resource Management

2.4 CEUs **CRN 30377**

The Advanced Certificate in Human Resource Management is intended for the HR professional who wants to gain specific knowledge and develop specific skills in managing Human Resources systems. This eight-session certificate program will focus in depth on a different topic each session. All sessions must be completed to receive the certificate.

8 mtgs: Thu Jun 8-Jul 27
6:30-9:30pm
FCC rm 8
$498

Analyzing HR

will examine specific models for establishing benchmarks and measuring HR effectiveness. **Thu June 8**

Enhancing the Value of HR

will focus on specific internal marketing and integration techniques to develop HR as a strategic partner in business operations. **Thu Jun 15**

Behavioral Interviewing

will develop specific interviewing skills to identify the right candidate for hire. **Thu Jun 22**

Union Organizing in the Workplace

will focus on union organizing and effective company responses to maintaining a union-free environment. **Thu Jun 29**

Understanding Workers' Compensation

will simplify and clarify the confusion that surrounds the administration of Worker's Compensation administration. **Thu Jul 6**

Employee Leaves and Paid Time Off

will look at the legal and practical aspects of developing and administrating company leaves, vacation programs, and other company paid time off benefit programs. **Thu Jul 13**

Conducting Workplace Investigations

will focus on the proper and effective processes to conduct discrimination, harassment, and employee malfeasance investigations. **Thu Jul 20**

Employee Discipline and Termination

will examine the systems, methods and communication techniques necessary to effectively discipline and terminate an employee. **Thu Jul 27**

Instructor:

James D. Vigneau, SPHR, Human Resources Executive for VIAM Manufacturing, Inc., B.S., USF, is a lecturer and consultant with over 20 years of experience in the Human Resource field, assisting companies with the development of their Human Resource systems.

Onsite Instruction Available: call (310) 243-2425

Certificate of Completion in
Medical Insurance Billing

The Program
Provides instruction and hands-on training in how to decipher medical insurance coding and process insurance claims accurately to obtain the maximum reimbursement. The Certificate is awarded at the successful completion of the program. **Those not pursuing the Certificate may take courses independently.**

Who should attend
This program is best suited to the person with little or no experience who wants to start a home business or perform medical billing services for doctors, hospitals, clinics or medical supply companies.

The Location
Classes are held on the CSUDH campus in Carson, at the Franklin Community Center in Redondo Beach and at the Inglewood One-Stop Center.

The Schedule
The Certificate can be earned in one semester (15 weeks). Courses are offered weekday evenings and Saturdays on campus, at the Franklin Community Center.

For more information, call (310) 243-2425.

NBMB 105-01 Medical Terminology
Noncredit **CRN 30378**

Provides an overview of medical terminology including prefixes, suffixes, roots and combining forms. Students will learn about the various body systems as they relate to medical terminology. Also covered will be medical abbreviations and exercises on how to read medical reports. This course is a good foundation for anyone working in a medical environment.

Victoria Morgan
2 mtgs: Sat Jun 10-17
8:30am-2:30pm
FCC rm 7
$110 (fee includes materials)

NBMB 101-01 Medical Insurance Billing I
Noncredit **CRN 30379**

Medical insurance billing is a stable, lucrative field within the medical industry. Insurance billers can work in a variety of settings (physicians' offices, clinics, hospitals, medical supply companies, etc.). Students will develop a firm foundation for medical insurance billing with a thorough knowledge of CPT coding. This course is specifically designed and taught for people with little or no experience in the medical field. Begin with the basics and develop a clear and concise understanding of each coding system to help formulate an accurate insurance claim that will maximize reimbursement.

Tuanya Reid is a consultant who provides individuals and small and large companies with medical billing, financial and management accounting training.

4 mtgs: Mon & Wed Jun 5-14
6-9pm
FCC rm 8
$95
Required text: *Physician's Procedural Terminology, CPT -- latest edition*

NBMB 102-01 Medical Insurance Billing II
Noncredit **CRN 30380**

Prerequisite: Medical Billing I or previous billing experience

Build upon your knowledge of basic coding with these topics:
- ICD-9 Coding
- Constructing a "clean" claim for Medicare, Medi-Cal and other private insurance companies
- Managed Care Plans: unraveling the HMO, PPO, & IPA
- What to do when the insurance company refuses to pay or pays an unacceptable amount of the bill
- Interpreting explanation of benefits (EOB's)

Tuanya Reid
4 mtgs: Mon & Wed Jun19-28
6-9pm
FCC rm 8
$95
Required text: *ICD-9CM -- latest edition*

NBMB 103-01 Medical Insurance Computer Billing

Noncredit **CRN 30381**

Medical Insurance Billing I suggested as a prerequisite.

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information database, how to input patient and insurance information, and the ins and outs of electronic claims submissions that will produce third-party insurance claim forms and patient billing statements. A review of the information needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary.

Tuanya Reid

1 mtg: Sat July 8
9am-3pm
CSUDH SBS B109
$95 (fee includes materials)
Each session limited to 20 students

NBMB 106-01 Applied Billing Techniques

Noncredit **CRN 30382**

Optional course. Limited to 10 students who have completed previous courses in series.

Students who have taken all previous billing courses will have the opportunity to do a half day of hands-on coding and billing. Students will complete several class projects which will allow them to put into practice all the skills an actual biller would use:

- Creating a billing database
- Inputting charges for offices
- Calculating write-offs and adjustments
- Assigning appropriate ICD-9 and CPT codes

Students should come prepared with an *ICD-9 Manual, CPT Manual* and calculator.

Tuanya Reid

1 mtg: Sat Jul 15
9am-12noon
CSUDH SBS B109
$50 (fee includes materials)

NBMB 104-01 How to Start & Run Your Own Medical Billing Service

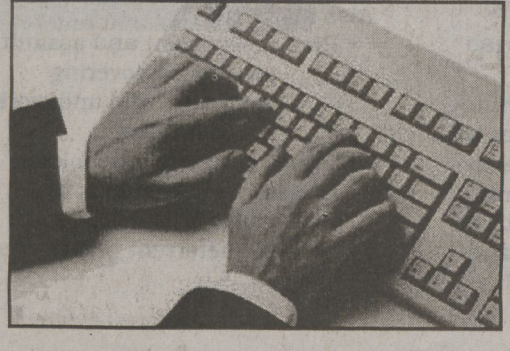
Noncredit **CRN 30471**

Medical insurance billing knowledge required

Overhead costs are steadily increasing for physicians in private practice. Doctors are avidly searching for cost-effective measures to cut their operating expenses. One trend is to use independent contractors who work from their homes instead of incurring the cost of hiring and maintaining full-time employees. In response to this trend, starting a medical billing service can be an extremely lucrative business. Students will learn: how to obtain clients, negotiate fees, market their services and select appropriate computer software, as well as a number of start-up requirements to enable them to work at home.

Tuanya Reid

1 mtg: Sat Jul 22
9am-3pm
FCC rm 8
$90 (fee includes materials)



Certificate Award in Safety and Security

RECOGNIZED AND APPROVED BY THE INTERNATIONAL ASSOCIATION OF SAFETY & SECURITY PROFESSIONAL (IASSP) TRAINING ACADEMY

Certificate Award

A certificate reflecting 70 hours and 7.0 Continuing Education Units (CEUs) is awarded upon successful completion of the program. **Courses may also be taken independently of the program.**

Course Schedule

The certificate can be earned in one semester (15 weeks). Courses are offered evenings or Saturdays on campus.

The Program

Provides safety and security personnel with practical, hands-on training in how to implement and maintain a safe and secure work environment according to the Peace Officers Standard of Training (POST) regulatory requirements for the state of California.

Who Should Attend

- Security Personnel
- Managers
- Supervisors
- Security Officers who need to fulfill POST Regulator requirements

The Courses

HEX 946 OSHA Laws & Accident Investigation

2.0 CEUs **$250**

Provides participants with the foundation and practical application of current laws and regulations to identify the sources of injuries and illnesses in order to reduce them in the workplace. Legislation and defense for civil and criminal liability from collection and identification of accident evidence will be covered.

HEX 953 Recognition & Control of Workplace Hazards

1.5 CEUs **$180**

A review of chemical and mechanical hazards known to be in the general workplace with an emphasis on logical discovery will be covered. Students will learn how to treat hazards in order to provide a safe and healthy workplace for their organization.

HEX 960 OSHA & Environmental Law

2.0 CEUs **$250**

Provides a basic foundation to understand, analyze and apply federal and CAL/OSHA requirements. The current laws, legislation and litigation arising out of the development and application of environmental laws, dealing with the EPA and RCRA programs and hazardous waste controls, recent cases, legislation and defenses for the new civil and criminal liability cases will be covered.

HEX 963 Workplace Security & Violence Issues

1.5 CEUs **$180**

Covers requirements under Title 8, Section 3203, Assembly Bill 508 and various Penal Codes. Legal standards v. probability liabilities. Also covered is civil litigation (tort laws) and/or regulatory citations for insufficient or non-existent security based on foreseeable duty of care stands.

Also included:

- Risk assessment and assault paradigms covering environmental and work practice risks
- Issues of workplace violence
- Causative correlations of violence
- Incident deterrent procedures.

Summer 2000 Schedule

HEX 946-01 OSHA Laws and Accident Investigation

2.0 CEUs **CRN 30384**

John O'Toole, REA, Health and Safety Consultant, RSSP, CAL/OSHA Consultation.

7 mtgs: Wed Jun 21-Aug 2
6:30-9:30pm
CSUDH SAC 1106
$250

Fall 2000 Schedule

HEX 953-01 Recognition & Control of Workplace Hazards

HEX 963-01 Workplace Security & Violence Issues

HEX 960 OSHA & Environmental Law

Preregistration Required

FCC is Franklin Community Center:

See Map Page 47

Certificate Award in Technical Writing

The Program

The Technical Writing Certificate Program introduces students to the many aspects of contemporary technical writing practice and helps them develop the skills and confidence to communicate complex technical concepts effectively.

The Certificate

A certificate is awarded upon the completion of all nine courses. All courses provide Continuing Education Units (CEUs). **Courses may be taken individually by those not wishing to earn a certificate.** Successfully completed courses by candidates in the program prior to Spring 1999 will automatically be calculated into the new program at the 1998 unit requirement.

Who Should Attend

Career opportunities are available in every industry: financial, industrial, construction, electronics, nuclear, automotive, medical, computer, international business, agricultural, aerospace and petrochemical, to name a few. Engineers, scientists, and businessmen everywhere understand that they can improve effectiveness and boost productivity through improved writing ability.

For more information, call (310) 243-2425.

The Courses

BUX 905 Writing Technical Instructions

1.5 CEUs **$105**

Participants will learn how to apply the Technical Writing principles to the writing of simple procedures. Discussions cover presentation, grammar, syntax, punctuation, and sentence structure as well as proper use of mood and voice in writing step-by-step procedures. Chapters in the textbook are assigned for reading, and for participants to interactively question and share ideas in class.

Preregistration Required

BUX 927 Fundamentals of Technical Writing

2.7 CEUs **$225**

Before one can practice technical writing, one must know what it is, how it works, why people write it, and who reads it. This introductory course examines the basic requirements of technical style and organization as used in reports, proposals and presentations. Students learn and practice how to pack extensive information into few words without sacrificing readability in their writing. Individually and in groups, students study their own technique to improve conciseness and clarity. The class explores the varieties of technical writing and the requirements of the various audiences for each of them. Finally, students may make a technical presentation to the class on a topic of their own choosing.

BUX 931 Information Design

2.7 CEUs **$225**

Students will learn about the principles of information management, design and presentation and be able to apply them to the design of print and online documents as well as multimedia presentations.

BUX 932 People Skills for Technical Writers

1.5 CEUs **$105**

Technical writers work with people as well as words. This course prepares students for interactions with prospective consumers of technical writing, with technical experts, and with audiences. Students practice and workshop with each other on meeting the needs of all three groups. Participants learn to listen and ask questions so as to correctly interpret the needs of business and industry customers, to present technical information in an engaging and clear way, and to translate technical talk into comprehensible, everyday language.

BUX 948 Proposal Preparation & Writing

1.5 CEUs **$105**

The marketplace is lean and mean, and companies cannot afford proposals that fail. Students learn the importance of effective proposal writing in the business. They learn what every proposal must have. They acquire writing skills that demonstrate their understanding of the sales tone in proposals. Hands-on exercises guide them in writing resumes, project descriptions, and persuasive arguments, turning narrative into graphics, and judging whether a proposal responds to client expectations.

BUX 949 Graphics for Technical Writing

1.5 CEUs **$105**

Graphic design and visual communication principles are essential in producing effective technical publications. This course will provide students the understanding of design principles and production processes, as they pertain to technical communication, through class exercises, demonstrations and discussions encompassing the following topics:

- The importance of visual communication
- Design/layout elements and principles
- Typography--understanding and utilizing type
- Graphics--working with photos, illustrations, tables and charts
- Desktop publishing software and tools
- Production processes for print, CD, Internet and on-line documentation

BUX 950 Online Documentation

1.5 CEUs **$105**

An overview of online documentation concepts on Adobe Acrobat 3.0 application for Macintosh. This course consists of step-by-step instructions from the required training workbook, along with class exercises and projects. Basic computer experience is a prerequisite for the course.

BUX 970 Technical Editing

1.5 CEUs **$105**

Participants will apply principles of how to help authors achieve effective writing by using the techniques of technical editing. Exercises and discussions deal with excerpts from these types of real-world documents: product descriptions, proposals, technical reports, and users' manuals. Chapters in the textbook are assigned for reading and for participants to interactively question and share ideas in class.

Summer 2000 Schedule

BUX 950-01 Online Documentation

1.5 CEUs **CRN 30026**

Michelle Anderson, MBA, is Technical Writer and Online Specialist for Downey Savings and Loan in Newport Beach.

5 mtgs: Wed Jun 7-Jul 5
6:30-9:30pm
CSUDH ERC A115
$105

BUX 932-01 People Skills for Technical Writers

1.5 CEUs **CRN 30457**

David Zasloff, BA, UC Santa Cruz, is a graduate of the USC Technical Writing Program and is an experienced technical writer and editor.

5 mtgs: Thu Jun 8-Jul 6
6:30-9:30pm
FCC rm 7
$105

BUX 927-01 Fundamentals of Technical Writing

2.7 CEUs **CRN 30470**

David Zasloff

9 mtgs: Mon Jun 26-Aug 31
6:30-9:30pm
FCC rm 7
$225

BUX 931-01 Information Design

2.7 CEUs **CRN 30464**

Sara Stohl, MA, has over 19 years experience preparing proposals such clients as TRW, Hughes, McDonnell Douglas and Northrop Grumman and is president for the Society of Technical Communications.

9 mtgs: Tue Jun 6-Aug 8
6:30-9:30pm
FCC rm 8
$225

BUX 970-01 Technical Editing

1.5 CEUs **CRN 30458**

Penny Post has performed as a speaker and storyteller for hundreds of professionals and community audiences for 15 years. She has worked as a technical writer for such companies as Rand, Northrop & Von's.

5 mtgs: Thu Jun 15-Jul 13
6:30-9:30pm
CSUDH SAC 1108
$105

BUX 900-01 Presentation Skills

1.5 CEUs **CRN 30442**

This course helps students to increase their confidence and proficiency in structure and delivery of presentation, whether one-on-one or before an audience. Participants will experience the current impact of individual voice production, body energy and word choice. They will acquire skills they can implement at once to make their voice stronger, their body language more effective and their verbal presentation more powerful.

Penny Post

5 mtgs: Tue Jul 18-Aug 15
6:30-9:30pm
CSUDH SAC 1110
$105

New! Certificate Program in Telecommunications

Move ahead in this fast-moving industry by completing a series of courses designed to place you among the most valuable employees in your field!

The Certificate Program in Telecommunications at California State University, Dominguez Hills is designed for those already making their mark within the industry who want to move into supervisory or management positions. The curriculum enhances your own knowledge and expertise by following the trends--it is virtually a living program which advances along with current technology so you won't be left behind.

Courses are scheduled at times and locations that take into account the needs of working adults. Whenever possible, the Certificate Program in Telecommunications courses will be delivered to work sites using telecommunications technology, taking in account the needs of working adults. Instructors will be drawn from the regular university faculty and augmented by experienced practitioners from the Telecommunications industry. All credit earned in courses in this Certificate Program will be applicable to a planned Bachelor of Science Telecommunications degree program.

Classes will begin in Fall, 2000 and may be completed within one calendar year by taking two classes each in the Fall 2000 and Spring 2001 terms, and one class during the 2001 Summer Session.

Cost is $140 per unit ($420 for a 3-credit course) plus an additional $30 per unit when telecommunications technology is used to deliver courses to a worksite.

The Courses
Fall 2000 Schedule

COM 303 Policy and Regulation Issues for Telecommunications (3)
The study of telecommunications policies, regulations, and laws. Focus is on current regulatory schemes at local, state, and federal levels and their impact on technology & society.

COM 312 Telecommunications Technologies (3)
Basic theory and principles of the operation and utilization of contemporary telecommunications, technologies and delivery systems. Assessment of implications of current and developing technologies.

Spring 2001 Schedule

COM 403 Financial Analysis & Strategies for Telecommunications Resources (3)
Case studies in costing telecommunications. Developing and responding to RFPs/RFQs. Needs analyses. Financial strategies for telecommunications expenditures. Developing business cases.

COM 495 Special Topics in Communications: Telecommunications Planning and Consulting (3)
Emphasis on needs analysis, planning and meeting customer expectations. Social and ethical issues in telecommunications. Case studies and models.

Summer 2001 Schedule

COM 496 Off-campus Internship in Telecommunications: Practicum (3)
Analysis and solution of a real-life telecommunications problem in a defied organizational setting. Student may participate in this internship at his/her place of employment.

For further information contact
Dr. James Sudalnik, Chair, Department of Communications, CSUDH
(310) 243-3313

Certificate of Completion in
Computer Graphics Competency

A certificate will be awarded upon successful completion of the following 8-hour workshops. Introduction to Adobe Illustrator 7.0, Introduction to Adobe Photoshop 5.0, Introduction to QuarkXPress 4.0 and Introduction to Pre-Press. (no substitute computer experience will be accepted)

NCGP 108-01
Introduction to Adobe Illustrator 7.0

Noncredit **CRN 30465**

Adobe Illustrator 7.0 is one of the most popular illustrative software programs around. Illustrators, designers, artists, and many others use the powerful software too create art work and commercial illustrations. This intensive one-day, hands-on workshop will teach you the fundamentals. The workshop will cover the basic tools, layers, manipulation of shapes including typography, color application, the viewing modes plus the fundamental structure and process to actually create original illustrations. Workshop projects will be realistic and diverse, from very simple to more complex. Come with several high-density Mac diskettes (either double density or high density), or bring a 100mg ZIP disk. No Macintosh computer experience is necessary.

Bernard Baker, Professor of Art, CSUDH, MFA Design, University of Kansas, BFA, Industrial Design, University of Illinois.

1 mtg: Sat Jun 3
9am-5pm
CSUDH SCC E139
$125
Limited to 10. Participants may double on a computer for $100 each.

NCGP 107-01
Introduction to Adobe Photoshop 5.0

Noncredit **CRN 30467**

This program is a powerhouse for photo image manipulation and modification You will learn the basic tools and functions that provide easy graphic production and artistic manipulation. You will learn about cloning, filters, masks, channels, layers, histograms, and other strengths of Photoshop. Its typographic functions, color enhancements, scanning and photo touch-up power, importing strength and many other functions will open a world of creative ideas to you.
Bring several 3 1/2" high-density Mac diskettes (either double density or high density) or bring a 100mg ZIP disk. Macintosh experience is not necessary.

Bernard Baker

1 mtg: Jul 8
9am-5pm
CSUDH SCC E139
$125
Enrollment limited to 10. Participants may double-up on a computer for $100 each.

Don't Delay!
Be sure to register early
so that we know
you're coming!

NCGP 102-01
Introduction to QuarkXPress 4.0

Noncredit **CRN 30466**

QuarkXpress 4.0 is one of the most popular and powerful page layout software available. If you are a designer, illustrator, writer, publisher, or a professional in public relations, advertising or marketing -- anyone working with graphic layout -- you need this workshop! You will learn the fundamentals of page setup, tool functions, use of typography, importation of type, graphic and photo images, applying master pages, page editing, color palettes, image modification, and much more. Bring several 3 1/2" high density diskettes, or bring a 100mg ZIP disk. Macintosh experience is not necessary.

Bernard Baker

1 mtg: Sat Jul 22
9am-5pm
CSUDH SCC E139
$125

Enrollment limited to 10. Participants may double-up on a computer for $100 each.

NCGP 110-01
Introduction to Pre-Press: Creative Graphics with Illustrator, Photoshop & QuarkXPress

Noncredit **CRN 30468**

In the "real world" great graphic documents are often created and prepared for printing using all three programs. In this workshop you will learn the techniques needed to create your own complete graphics projects on the computer and initiate the preparation for press, called pre-press. You will be using images created in the previous workshops to create a document, plus create original images and layouts. You will manipulate images, layout your document, and proof your design with color printouts to create a great graphic document. You will experience color separation, document preparation, and the use of registration, bleed marks, plus the RGB - CYMK colors modes. Your will discover the combined power and effectiveness or Illustrator, Photoshop and QuarkXPress as creative and pre-press tools. Participants should have completed the Illustrator, Photoshop and QuarkXPress CSUDH Extended Education Workshops (no substitutions are allowed). Bring a 100 mg ZIP disk or several 3 1/2" high-density Mac diskettes.

Bernard Baker
1 mtg: Sat Aug 5
9am-5pm
CSUDH SCC E139
$125
Enrollment limited to 10.
Participants may double-up on a computer for $100 each.

NCGP 104-01
Introduction to Adobe PageMaker 6.5

Noncredit **CRN 30469**

If you have always wanted to learn PageMaker, now is your chance. This intense, one-day workshop will use the new and powerful PageMaker 6.5 on Power Mac 8100 computers with 17-inch color monitors. Learn the skills in PageMaker to begin creating virtually any one- or two-ink color printed graphic piece, such as flyers, brochures, direct mail pieces, newspaper and magazine ads, newsletters, and many others. This hands-on workshop will be an introduction to the fundamentals of this page layout software such as page setup, basic menu functions, text editor, and text manipulation, working with columns, placing (importing) text and graphics, captions, text wrap, reverse text, drop shadows, and much more. Bring a 3 1/2inch high-density Mac diskette (either double density high density) or bring a 100mg ZIP disk.

Bernard Baker
1 mtg: Sat Aug 19
9am-5pm
CSUDH SCC E139
$125
Enrollment limited to 10.
Participants may double-up on a computer for $100 each.

The following pages are filled with programs about the Internet!

Don't miss the E-Commerce Success Strategies Seminar on page 24!

Certificate Award in
Internet Business & Marketing Fundamentals

The Certificate Award Program in Internet Business and Marketing Fundamentals can be an important addition to your personal or business profile. It informs customers and employers that you have chosen to explore and understand this new and huge communications and marketing medium. The Internet is the Information Superhighway. Personal interests, business and career opportunities abound as the Internet doubles in size each year.

Who Should Attend

Anyone who desires to have access to information provided from the Internet can benefit from this program. Participants will learn how the Internet works, how to find and access information, and how to communicate with people from all over the world. People with a message to share, special interest groups, advertising agencies, sales and marketing professionals, small businesses, entrepreneurs and all companies who buy any type of advertising will learn how to start sharing their message and increase sales.

The Certificate

Those participants who successfully complete all four courses will receive the Certificate Award in Internet Business and Marketing Fundamentals.

CIX 920-01 Internet Applications for Business and Professionals

.3 CEUs CRN 30460

Prerequisite: CIX 907 Introduction to the Internet or permission of the instructor (must be obtained prior to first day of class)

This course will provide a survey of business and commercial activity on the Internet with an emphasis on practical applications being utilized on a daily basis in the workplace. Whether you're a busy professional, an innovative employee, or an entrepreneurial business owner, this class will help to put you on the cutting edge of Internet and telecommunications practices in the business community.

Lynda Palmer

1 mtg: Sun Jun 25
1-4pm
CSUDH rm TBA
$60

CIX 934-01 Finding It Fast on the Internet

.3 CEUs CRN 30447

Prerequisite: CIX 907 Introduction to the Internet or permission of Instructor (must be obtained prior to first day of class)

There is an unprecedented amount of information on the Internet. However, the challenge lies in finding the right information, fast. This class will show you Internet specific research techniques that will help you find the information you want. You will get a list of Internet addresses that can help you find information such as where to get a free web site, free email, how to find information on your competitors, online encyclopedias, libraries, news services as well as how to operate the most powerful information search tools. Students will also learn how consumers locate products and services on the web.

Gary Palmer

1 mtg: Sun Jul 16
9am-noon
CSUDH rm TBA
(Two students per computer)
$60

CIX 923-01 Designing an Effective Web Site

.3 CEUs CRN 30448

Prerequisite: CIX 907 Introduction to the Internet or permission of Instructor (must be obtained prior to first day of class)

There are thousands of Web sites on the Internet and hundreds more are being added each day. How will your target users find your site among all the others? What will make them come back? Learn the latest techniques for attracting target customers to your Web site. Discover the most recent developments in effective Web site design and learn what you can do to keep users returning to your Web site.

This is a conceptual class designed to prepare students for the Certificate capstone course CIX 928 Building a Better Web Site. Under the guidance of the instructor students will think through the design and objectives of the Web site they will be creating in CIX 928.

Lynda Palmer

1 mtg: Sun Jul 16
1-4pm
CSUDH rm TBA
(Two students per computer)
$60

CIX 928-01 Building a Better Web Site

(replaces CIX 912 Beginning HTML Publishing Lab)

.9 CEUs CRN 30459

Enrollment limited to 10 students in each section.

Mandatory prerequisites: CIX 909 How to Conduct Business on the Internet or CIX 923 Designing An Effective Web Site

An HTML beginning-level workshop in which students will create a basic Web site for a business, a non-profit organization, or for individual personal or professional use. In addition, students will learn how to get their site onto the Web once it's created, how to choose an Internet Service Provider or Web Hosting Service, how to register their domain name with Internic, and how to make sure their site gets listed with all the right search engines and directories. Successful completion of a basic Web site is required to obtain the certificate.

Anissa Barton-Thompson

2 mtgs: Fri & Sa Jun 16 & 17
6:30-9:30pm Fri
9am-4pm Sa (1-hr. lunch)
CSUDH rm TBA
(One student per computer)
$160

Two Certificate Awards in HTML Publishing
INTERMEDIATE • ADVANCED

To successfully achieve either the Intermediate or Advanced Certificate Awards in HTML Publishing, students are required to participate in 9 Hours of hands-on computer experience in the CSUDH On-Line/Multi-Media Computer Lab and demonstrate to their instructor that they have achieved the understanding and publishing skills required for each level. Students may repeat courses as often as required (repeat tuition but no additional materials fee).

Who Should Attend

Anyone interested in advancing beyond beginning levels of HTML publishing and Web page design (see skills listed in CIX 928) to intermediate or advanced publishing, design and implementation of dynamic, eye-catching Web pages/sites should consider enrolling in the Intermediate & Advanced HTML Certificate Award programs. Personal enrichment and exciting employment opportunities exist for those adequately skilled in HTML and Web page design.

CIX 913 Intermediate HTML Publishing - Lab

.9 CEUs CRN 30449

Enrollment limited to 10
One computer per person
Prerequisite: CIX 912 OR CIX 928 or instructor approval (must be obtained prior to enrolling in class-be prepared to submit to the instructor a beginning level web page of your own creation for consideration)

Who should attend:
Anyone with basic HTML publishing experience who wishes to attain the next level of designing graphics and enhanced layouts for eye-catching web pages/sites.

Not a beginning level course: Students must have a basic knowledge of HTML and Web page design. Students who have successfully completed CIX 912 or CIX 928 or have an equivalent level of expertise are prepared for participation in this course. All students will work on their own projects with individual guidance from instructor as needed.

Topics covered include: a quick review of software and keyboard basics and basic HTML structure, advanced tags, images (formats, background imagery, copying graphics from web, creating original graphics, scanning and manipulating photos and clip art), using tables to control layout, and more. This class also includes information on how to get a site onto the Web once it is created, how to choose an Internet Service Provider or Web Hosting Service, how to register a domain name with Internic, and how to make sure a site gets listed with all the right search engines and directories.

Students will need to bring the following to class :

- floppy disks (at least two high density 3.5" diskettes) to store finished work
- photographs to be scanned, (limit 2), as well as printed material to be incorporated into your Web page design

Important Information:
Course may be repeated as needed. Participation in class does not automatically qualify a student to receive the Intermediate Certificate Award. Instructor will determine when student has achieved the competency and skill level sufficient to have earned the Intermediate Certificate Award and is thereby eligible to participate in the Advanced Certificate Award program. 9 Hours of Instruction.

The Instructor, **Anissa Barton-Thompson,** has taught on the CSUDH Internet faculty for 3 years and is responsible for the design and implementation of several informative and innovative websites. Anissa can be contacted at: abarton@csudh.edu

2 mtgs: Fri & Sa Jun 30 & Jul 1
6:30-9:30pm Fri
9am-4pm Sa (1-hr. lunch)
CSUDH rm TBA
(One student per computer)
$160

CIX 914-01 Advanced HTML Publishing - Lab

.9 CEUs CRN 30452

Enrollment limited to 10 One computer per person
Prerequisite: CIX 913 or instructor approval (must be obtained prior to the first night of class. (Be prepared to submit to the instructor an intermediate level web page of your own creation for consideration)

Who should attend:
Anyone with intermediate level HTML publishing experience who wishes to achieve an advanced level of competency. Not a beginning level course: students must have more than a basic knowledge of HTML and Web page design. Students who have successfully completed CIX 913 or have an equivalent level of expertise are prepared for participation in this course.

Students will work together to create and/or update an exciting Web site; the final project will actually be used on-line! This course builds on the skills gained in the Intermediate class and adds forms, frames, image maps, access counters, sound, video and animation, java applets and more. This class also includes information on how to get a site onto the Web once it is created, how to choose an Internet Service Provider or Web Hosting Service, how to register a domain name with Internic, and how to make sure a site is listed with all the right search engines and directories.

Students will need to bring the following to class:

- floppy disks (at least two high density 3.5" diskettes) to store finished work
- photographs to be scanned (limit 2), as well as printed material to be incorporated into your Web page design

IMPORTANT INFORMATION

Course may be repeated as needed (additional tuition but no additional materials fee charged). Participation in class does not automatically qualify a student to receive the Advanced Certificate Award. Instructor will determine when each student has achieved the competency and skill level sufficient to have earned the Advanced Certificate Award.

Anissa Barton-Thompson

2 mtgs: Fri & Sa Jul 14 & 15
6:30-9:30pm Fri
9am-4pm Sa (1 hr lunch)
CSUDH rm TBA
(One student per computer)
$160

Pre-Registration Required

A new Seminar...

E-commerce Success Strategies

> The Internet will change the way we work and the way we live more than the invention of the telephone--more than the invention of television. In fact, it was quite simply the most important invention of the last 500 years exceeded in all the history of human kind only by the inventions of the wheel and the printing press.
> ...The Economist

E-Commerce, using Internet technology to integrate all aspects of the business process, is dramatically changing the way we live and work. Forrester research projects e-commerce will reach an astounding $1.3 trillion in the next few years. Understanding the basics of how Internet technology is changing business models is imperative for organization and individual growth in the new millennium.

This one-day seminar is designed to teach you the essentials to utilize Internet technology to expand or create a new business.

Program objectives:
Upon completion of this seminar, you will be able to:

- Determine how to apply winning e-commerce strategies to your business
- Define viable online revenue streams for your e-commerce business
- Understand the elements of an effective e-commerce site
- Create a plan to drive paying customers to your site
- Develop a strong "back end" solution for your e-commerce business

This seminar is designed to give a solid overview of the processes required to launch and maintain a successful e-commerce business. Students will learn to select appropriate products and services, define, reach and penetrate target markets, and find alternative revenue sources. Effective e-commerce site front end and back end development will also be covered.

Who should attend?

E-commerce spans all industries and occupations. If you are a

- **Business Owner**
- **Business Executive**
- **Entrepreneur**
- **Manager**
- **Enterprising Individual**

This is information which will help you make better business decisions.

The Instructors:

Lynda Palmer, co-founder and president of The Internet Institute, has been teaching Internet courses at CSUDH Extension for three years, and teaches Marketing and E-Commerce at Pepperdine University.

Gary Palmer, co-founder of the Internet Institute, is an e-business technology solutions specialist for Science Applications International Corporation, and has taught at CSUDH Extension for three years, and teaches Internet strategies at the University of Phoenix and is a co-instructor at UCLA in the "E-commerce for Business" program.

CIX 919-01 E-Commerce Success Strategies
Noncredit CRN 30446

1 mtg: Sat Aug 26
9am-4pm
CSUDH rm TBA
$100

For Touch Tone Registration call T.O.R.O.S. @ (310) 516-3409 - 3416

Bobrow Test Preparation

The Bobrow Test Preparation system originated at California State University, Northridge, by request of the student body in 1973. Since then, it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges and law schools.

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialled and have advanced degrees. The programs are constantly updated for the most recent forms of the exams.

Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 243-3909.

All workshops cover the most recent areas. Students may repeat classes at no charge.

The Scholastic Assessment Test (SAT I) Review

The SAT I Prep Sessions are a series of workshops designed to help students prepare for the SAT I. All question types will be carefully discussed and reviewed. Emphasis will be placed on Mathematical Reasoning (Multiple Choice, Quantitative Comparison, and Grid-ins) and a short review of algebra and geometry. Verbal Reasoning (Analogies, Sentence Completions, and Critical Reading) will also be discussed and analyzed. Students should bring simple calculators to class as they are allowed on the new SAT I. NOTE: Early enrollment is advisable. Class contingent upon a minimum enrollment. For information about test application call your high school or class ETS at (510) 873-8100 or see the ETS website: http://www.collegeboard.org

SAT I Review for June 3 Exam

NXSA 101-01 CRN 22609

3 mtgs: Sat May 6, 13, & 20
9am-12:30pm
CSUDH SBS F225
$155

CBEST (California Basic Educational Skills Test) Review

These workshops are designed to assist students and teachers in preparation for the latest version of the CBEST. Each area--reading comprehension, essay writing, and mathematics--will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics. The CBEST exam is now administered by National Evaluation Systems. For further information about test application call (916) 928-4001.

CBEST Review for June 10 Exam

NXCB 101-01 CRN 30025

3 mtgs: Sat May 13, 20, Jun 3
9am-3pm
CSUDH SBS D225
$195

CBEST Review for Aug 5 Exam

NXCB 101-02 CRN 30462

3 mtgs: Sat Jul 15-29
9am-3pm
CSUDH SBS B203
$195

MSAT (Multiple Subject Assessment for Teachers) Review

This program is designed to familiarize test-takers with the new Multi-Subjects exam question types and format. Strategies and techniques for multiple choice and constructed response questions will be emphasized. This program is designed to help students apply their knowledge of science, math, history/social science, literature/language arts, physical education, visual and performing arts and human development to meet the exam requirements. This class is not meant as a substitute for coursework in those areas. For further information about test application call ETS at (800) 772-9476.

MSAT Review for June 24 Exam

NXMS 101-02 CRN 30463

3 mtgs: Sat/Sun Jun 10, 11, 18
9am-4pm
CSUDH SBS D225
$245

The New RICA Exam Preparation Program Reading Instruction Competence Assessment

The Bobrow Test Preparation system presents a new program to help teachers and potential elementary school teachers in preparing for the NEW RICA Written Examination. The workshop will focus on introducing test-taking strategies and applying knowledge and abilities necessary to do well on the test. *This preparation workshop is not meant to substitute for formal or informal classes in reading and reading instruction.*

RICA Review for June 10 Exam

NXRI 101-02 CRN 30024

2 mtgs: Sun May 21 & Jun 4
9am-3pm
CSUDH SBS F225
$155

RICA Review for Aug 5 Exam

NXRI 101-01 CRN 30461

2 mtgs: Sun Jul 23, 30
9am-3pm
CSUDH SBS B231
$155

Reading Readiness Program Level R: For 4-year-olds & Entering Kindergarteners

In this program your child will develop the reading readiness skills required to make learning to read easy, enjoyable, and successful. Our students are captivated by the beautiful instructional materials and musical audiotapes we use to teach alphabet skills and beginning phonics.
You and your child will both enjoy the stimulating classroom instruction, which features great children's literature and engaging reading readiness activities.

NWRD 100-01 Reading Program: R for 4-year-olds and entering Kindergarteners

Noncredit **CRN 30485**

5 mtgs: Thu Aug 3-31
3-4:15pm
CSUDH SBS F125
$139

Reading Programs for Entering 1st-5th Graders

In these programs your child will learn the essential phonetics and comprehension skills required to become a fluent reader, as well as the word-attack skills needed for multisyllable words. Our students also learn the advanced comprehension skills required for textbooks and literature.
Mastery of these skills will make reading much easier and more enjoyable, and will greatly increase your child's confidence in school.

NWRD 101-01 Program Level 1: For Entering 1st Graders

Noncredit **CRN 30486**

5 mtgs: Fri Aug 4-Sept 1
Noon-2pm
CSUDH SBS F125
$229

NWRD 102-01 Program Level 2: For Entering 2nd Graders

Noncredit **CRN 30487**

5 mtgs: Fri Aug 4-Sept 1
9-11am
CSUDH SBS F125
$229

NWRD 103-01 Program Level 3: For Entering 3rd Graders

Noncredit **CRN 30502**

5 mtgs: Fri Aug 4-Sept 1
3-5pm
CSUDH SBS F125
$229

NWRD 104-01 Program Level 4: For Entering 4th & 5th Graders

Noncredit **CRN 30503**

5 mtgs: Thu Aug 3-31
9-11am
CSUDH SBS F125
$229

Speed Reading, Comprehension and Study Skills Programs

In these programs our average student improves reading comprehension one to two whole grade levels, while more than doubling reading speed. We'll teach your son or daughter the best way to improve vocabulary, study textbooks, take notes, and prepare for tests. Learning these skills will make it easier to complete assignments quickly and get better grades, and will help your child become a successful, motivated student. Our students become fully absorbed in books, and develop the lifelong habits of reading for pleasure. You will be extremely pleased with your child's highly-skilled, encouraging teachers and delighted with the extraordinary instructional materials.

NWRD 105-01 Program Level 5: For Students Entering 6th, 7th & 8th Grades

Noncredit **CRN 30504**

5 mtgs: Thu Aug 3-31
11:45am-2pm
CSUDH SBS F125
$229

NWRD 106-01 Reading Program 6 For Students Entering 9th-11th Grades

Noncredit **CRN 30505**

5 mtgs: Thu Aug 3-31
3:30-6pm
CSUDH SBS D225
$229

Speed Reading, for Work, School, and Recreation

When you complete our adult speed reading program, you will read 3 to 4 times faster in novels, newspapers and most business and school materials. In more difficult reading like technical journals or college textbooks, you'll read 2 or 3 times faster. In addition, the comprehension, concentration, and retention techniques you learn will enable you to remember more, even though you read much faster. You will virtually eliminate re-reading. As a special bonus, participants in our adult speed reading program receive lifetime repeat privileges, which means you may repeat the speed reading class at any time, for free.

NWRD 107-01 Reading Program 7 For Adults, College Students and 12th Graders

Noncredit **CRN 30506**

5 mtgs: Thu Aug 3-31
7-9:30pm
CSUDH SBS D225
$229

These popular classes are taught by instructors from the Institute of Reading Development. For more information call

1-800-964-8888

Art for Educators

Do you need help meeting the new teaching standards for art? In this series of seminars, teachers are taught HOW to teach art "Across the Curriculum."

"Art for Educators" offers seven free afternoon and weekend art education hands-on sessions at the Palos Verdes Art Center.

One professional credit unit is available for $35 through Extended Education.

The Class Dates are:
Wed Oct 18, Dec 6, 2000 and Feb 7 & Apr 4, 2001
3:30-5:30pm
Sat Nov 18, 2000 and Mar 10, May 12, 2001
9am-noon
Palos Verdes Art Center
5504 W. Crestridge Road
Rancho Palos Verdes, CA 90275
For more information, contact Mary Petillon, Art for Educators, at (310) 378-1852

TEX 900-01 Grant Writing for Educators

2 CEUs **CRN 30491**

This course is designed for professionals who are either practicing administrators or other interested educators. The course content has been developed in accordance with the requisites for administrators who work in culturally diverse environments, whether they are urban, suburban and/or rural.

Students will learn how to develop successful grant proposals. Funding sources and fund raising activities will also be examined.

Course objectives:
* To analyze the current structure of a grant proposal
* To describe and identify major events and timelines
* To understand how grant pro posals are reviewed and evaluated
* To analyze the administrative hierarchy and implications when submitting grant proposals

Topics to be covered include:
* Introduction
* Getting started
* Identifying funding sources
* Important distinctions
* Project development
* Writing to selection criteria
* Preparing the budget
* Summary -- Tips for Proposal Writers

Fred Rodriguez, CSUDH faculty.
6 mtgs: TTh, Sa Aug 8-19
TTh: 6:00-9:00pm;
Sa 9:00am-1:00pm
CSUDH SBS D125
$145

Call (310) 243-3741 for more information

The Pageant of the American Hero

honoring

Dr. Martin Luther King, Jr.

August 19 & 20, 2000
in the
Olympic Velodrome
at 7pm

See it.
Bring your children.
Be a part of it.

Call for information:
(310) 243-3741

Call to participate:
(310) 243-3998

THE AMERICAN LANGUAGE & CULTURE PROGRAM

ESL

ENGLISH LANGUAGE COURSES FOR Beginning, Intermediate and Advanced International students

The American Language and Culture Program at California State University, Dominguez Hills, has courses for international students, business people and new residents who wish to improve their English language skills. Maximum enrollment in most classes is 15 students to ensure sufficient student practice and attention from the teacher.

WORK-SITE PROGRAMS (WSP)

ALCP can offer English language and culture programs at the work-site for non-native speakers of English. Programs can be developed for a wide range of work needs: on-the-line employees who need basic communication skills and orientation to an American work environment; executives who need high-level communication skills to negotiate business and operate in social environments or other special situations. English-for-Special-Purposes (ESP) programs are often offered in industries such as hospitality, tourism and travel, import/export, banking and manufacturing. ESP programs can include safety English, industry-specific terminology and jargon, company-specific terminology and jargon, writing skills (forms, memos, reports), oral communication/pronunciation, asking questions, giving/receiving directions, clarifying, expressing opinions, and expressing safety concepts.

INTENSIVE ENGLISH PROGRAM (IEP)

IEP offers an eight-week intensive English language program five times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university. The 20-hour per week IEP (9am-1pm daily) offers a coordinated program of conversation, grammar, writing, reading/vocabulary, pronunciation and listening. Students from all over the world enroll in this multi-level program and can continue to improve their skills by advancing from session to session. Qualified students from outside the U.S. are eligible for a student visa. Individual courses may also be taken by students. A certificate of achievement is awarded after successful completion of at least one session. Language skills studied are:

Conversation

Conversation Skills offers extensive individual student practice in speaking. Students learn to use authentic language in situations related to work, school, leisure and social life. They are encouraged to express their thoughts and ideas, plus their wants and needs, in classroom situations that make extensive use of pair work, small-group discussions, and information-sharing activities. These face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact, exclamations, questions, accurate intonation and emotional tone.

Writing

Writing Skills emphasizes the process of writing and highlights the various strategies writers can use in the process. The class teaches such organizational patterns as generalizing, describing, defining, talking about differences and similarities, and expressing cause and result. Although the focus is on content-based writing, other language skills are integrated, and practice writing is combined with speaking and listening activities. In order to gather data for their writing, students share ideas, opinions, and suggestions in pair, small group, and whole-class discussions. These brainstorming activities lead to teacher and peer analyses of student essays where the focus is on topic sentences, supporting facts, discourse markers, and concluding sentences.

2000 Schedule

Intensive English Language Program

Eight-Week Sessions

Summer A	May 1-2	May 3 - June 23	$1,500
Summer B	June 26-27	June 28 - August 18	$1,500
Fall A	August 28-29	August 30 - October 20	$1,500
Fall B	October 23-24	October 25 - December 15	$1,500

Registration and Payment for two consecutive 8-week session allow for a one-hundred-dollar discount. Prices and dates subject to change without prior notice.

Pronunciation

The Pronunciation class helps develop clear pronunciation and American English intonation patterns for increased spoken comprehension. Students learn acceptable pronunciation of single vowel and consonant sounds, groups of sounds, stress patterns in words, and intonation patterns in sentences. Students have the opportunity to listen and practice with tapes and to express their own views and opinions under the teacher's guidance. Students receive personal attention and special homework assignments focused on their specific pronunciation and intonation problems. Further pronunciation work can be done in the University's learning laboratory.

Grammar

The Grammar class presents the important grammatical structures in English through a process of observing, describing and using the structures in written and spoken language. Controlled and open-ended exercises and tasks are practiced in class to help the students increase their mastery over the forms. Special attention is given to grammar points that are most difficult for students. Additionally, the ways in which grammar is tested in the TOEFL are examined and practice TOEFL exercises are done.

Reading & Vocabulary

The focus of Reading & Vocabulary is to help students increase their vocabulary within the context of meaningful, high-interest readings. Each student will learn the skills needed to find the meanings of unfamiliar words and then incorporate them into active, everyday use. Reading and vocabulary skills will be practiced through an integrated approach that uses a variety of topics, genres, moods and styles. Interesting subjects will be read and then examined through paired discussions, small group work and whole-class activities.

Listening Skills

The Listening Skills class allows students to develop their aural skills in a supportive, active environment. Each student is given the opportunity to participate in a variety of in-class activities using tapes, videos and guest speakers. Students listen to and learn how to appropriately respond to questions presented in meaningful language contexts. Each listening exercise allows students to progress from controlled listening activities to more complex ones. Each student will be expected to strengthen his listening skills outside the classroom through assignments involving TV, radio and community service projects that require interaction with American speakers. Additional practice is available through tapes in the University's Learning Labs.

Optional Afternoon Classes

- **TOEFL Preparation**
- **Computer, e-mail, WWW and Internet**
- **Video, Films**
- **Conversation Partners**
- **Pronunciation**

TO APPLY, SEND:

1. Completed Application Form. See ALCP brochure or Web-Site.
2. $55 U.S. Application Fee written to: CSUDH. Non-refundable. Cash cannot be accepted.
3. Financial Verification. If you are requesting an I-20 in order to enter the U.S. on an F-1 Student Visa for full-time study only. The financial verification is usually a bank statement, which must verify a minimum of $7,000 U.S. available for the student's studies.
4. Additional Costs: Health Insurance (required), text books, food, housing, transportation, miscellaneous.

For more information on ALCP/ESL classes:

Tel: (310) 243-3830 Fax: (310) 516-4418

E-mail: alcp@dhvx20.csudh.edu

World Wide Web:

http://www.csudh.edu/alcp/index.html

Registration: Tel. (310) 243-3830

Certificate in
Alcohol & Drug Counseling

The Program
The Certificate Program in Alcohol/Drug Counseling consists of 9 courses designed to prepare individuals for entry into the field at a professional level. All courses provide Continuing Education Units (CEUs) and a board-approved provider number for registered nurses and teachers. ADX 300 may be taken on an individual basis without formal entrance into the Certificate Program. Students may enter the program in either the Fall or Spring Semester. Students are required to pass each course with a grade of C or better and maintain a 2.5 G.P.A.

The Certificate
Upon satisfactory completion of all nine courses with a 2.5 grade point average, and 300 hours of field work. The student will receive a Certificate as recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Entrance Requirements
Applicants should have completed at least two years of college or have at least two years of work experience in a health or human service agency. If applicant is a recovering substance abuser, two years of continuous sobriety is recommended.

The Courses
Students must successfully complete all nine courses in the program Six courses are degree applicable. Courses transferable to the Human Services Program and their equivalencies are as follows:

ADX 301 is equivalent to PSY 367
ADX 303 is equivalent to SOC 363
ADX 304 is equivalent to PSY 342
ADX 305 is equivalent to PSY 496
ADX 306 & 307 are equivalent to SOC 320

The Cost
The fee is $135 per unit; a three-unit course is $405. Fees must be paid upon registration before classes begin.
*Fees subject to change.

Location and Schedule
Classes are held weekday evenings 6-10 pm on the CSU Dominguez Hills campus in Carson.

Deadline for Fall application: August 13.

For Information, call the Division of Extended Education at (310) 243-2425.

ADX 300 Introduction to Alcoholism **3 ext units**
Prerequisite for program
This course provides basic information about alcohol; the physiological, psychological, and sociological effects of alcohol abuse; identification of social drinking, problem drinking; etiological theories of alcoholism; defense mechanisms; the counseling relationship and basic treatment issues .

ADX 301 Introduction to Counseling Techniques
3 ext units
Prerequisite for program. ADX 300 and 301 must be taken before any other courses
This course introduces the skills and techniques necessary for counseling. Students will learn to use active listening skills and to develop a high empathy level. The course is both theoretical and experiential.

ADX 302 Counseling the Individual **3 ext units**
Prerequisite: ADX 300, 301
This course develops an understanding of the psychological factors of alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined and practiced including assessment, perception and communication skills required for various stages of treatment, prognosis and termination.

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser
3 ext units
Prerequisite 300, 301
This course is an introduction to a major social/psychological problem. Students learn the basic pharmacology of the commonly-encountered street drugs & behavioral and physiological consequences of drug abuse. Poly-addiction & treatment modalities are also covered.

ADX 304 Group Counseling Techniques
3 ext units
Prerequisite 300, 301
This course provides an understanding of group dynamics, defenses, problems, goals and growth. The roles of the group facilitator and group members are examined and practiced in class.

ADX 305 Introductory Practicum **2 ext units**
Prerequisite 300, 301
This course introduces the students to the applied counseling experience. They become knowledgeable about community resources, learn documentation techniques, charting, and case studies. Issues related to grief, loss, stress, and counselor burnout are addressed.

ADX 306 Family Dynamics 3 ext units

Prerequisite 300, 301

This course introduces theories of the effects of substance abuse (alcohol and/or drugs) as they relate to the family system. Students gain insight into the identification and solution of problems of the pathologic family and the individual roles and behavior patterns that exist within it.

ADX 307 Advanced Practicum

2 ext units

Prerequisite 300, 301, 305

This course demonstrates how to link clients with community resources. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship, including confidentiality and legal aspects. The student learns about the multidisciplinary treatment team, how to take histories and make psychosocial evaluations. The various alcoholism treatment agencies and program modalities--their staffing, funding, operational procedures--are studied.

ADX 308 Treatment of Eating Disorders

3 ext units

Prerequisite 300, 301

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity, biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives will be highlighted. The history of the interrelationship of alcohol and food as substances often abused is explored. Multidimensional treatment techniques will be explored for a comprehensive understanding of this illness. Designed for professionals and interested public.

Summer 2000 Schedule

ADX 302 Counseling the Individual

3 ext units **CRN 30386**

Mary Cook-Lund, MA Psychology, has more than 20 years experience in the practice and teaching of clinical psychology.

12 mtgs: Mon Jun 5-Aug 21
6pm-10pm
CSUDH SAC 1104
$405

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units **CRN 30388**

James McDaniel, MA, is an MAC/MFCC.

12 mtgs: Tue Jun 6-Aug 29
(No class Jul 4)
6-10pm
CSUDH SAC 1106
$405

ADX 304 Group Counseling Techniques

3 ext units **CRN 30385**

Mary Cook-Lund
12 mtgs: Thu Jun 8-Aug 24
6-10pm
CSUDH SAC 1104
$405

ADX 305 Introductory Practicum

2 ext units **CRN 30387**

Jacqueline McDaniel
12 mtgs: Tue Jun 6-Aug 29
(no class Jul 4)
6-10pm
CSUDH SAC 1108
$270

Preregistration Required

Bachelor of Science in Nursing -- Worldwide

Complete the B.S. degree in Nursing via World Wide Web at a time and place convenient to you!

B.S. Degree in Nursing
A prestigious program that is individualized for the self-directed, working nurse...an ideal way for RNs to complete their B.S. Degree in Nursing via the World Wide Web.

California State University, Dominguez Hills is fully accredited by the Western Association of Schools and Colleges (WASC), and the Division of Nursing is fully accredited by the National League for Nursing Accrediting Commission (NLNAC).

As a nurse, you care for the needs of others every day.... But what about your needs?

Professional Advancement? Earning Power? Autonomy? Flexibility?
A bachelor's degree can help you achieve your goals, and now you can earn your degree at home via the World Wide Web, at times convenient to you. No need to quit your job to go back to school, or commute long distances to campus.

The Division of Nursing at California State University, Dominguez Hills offers a Web-based program to complete your Baccalaureate Degree in Nursing to English speaking nurses worldwide. Graduates are prepared to function as:

Leaders
Managers
Resource persons

...in a variety of health settings.

INTRODUCTORY COURSES

BSN 301 Technology for the Information Age (1)
BSN 310 Expanding Professional Nursing Horizons (2)

NURSING SUPPORT COURSES

BSN 315 Life Cycle (3)
BSN 305 Human Diversity and Health Care (4)
BSN 345 Pathophysiology (4)
BSN 405 Statistics (3)

INTEGRATED NURSING COURSES

BSN 340 Professional Collaboration (3)
BSN 380 Health Assessment* (4)
BSN 400 Health Promotion and Teaching (3)
BSN 410 Community Based Nursing I* (5)
BSN 420 Community Based Nursing II* (5)
BSN 430 Health Care Systems, Policy and Finance (3)
BSN 440 Professional Nursing Roles (3)
BSN 450 Principles of Leadership & Management in Nursing* (5)
BSN 460 Research Utilization (3)

ELECTIVES (Choose 3 units)

BSN 325 Complimentary & Alternative Health Care Modalities (1)
BSN 335 Biochemistry (4)
BSN 416 Continuous Quality Improvement in Healthcare (1)
BSN 426 Telehealth (2)
BSN 436 Principles of Healthcare Budgeting (2)
BSN 446 Introduction to Case Management (2)
BSN 456Health and the Global Village (1)

*** Performance Courses**

Performance courses have a required clinical field experience component that can be completed under the guidance of an approved preceptor in your home locale. A variety of health care settings can be used, depending upon the course content and desired objectives.

Admission Requirements

1) RN licensure in USA or its equivalent
2) Minimum of 56 semester units of transferable college credit (RNs with fewer units are admissible to Undergraduate Preparatory Program)
3) University level prerequisites in basic skills of English, math, speech and logic
4) Grade point average of 2.0 if education completed in English or 2.4 if English is a second language
5) There are no entrance exams prior to admission. However, academic advisement – via e-mail – must be conducted before applying.

For more information, see website: Nationalnurse@soh.csudh.edu

Technical Requirements

Students participating in courses will need to have access to the following:
1) TV with a videotape player/recorder
2) Pentium 100 or faster IBM-compat ible or comparable Macintosh computer
3) 16 MB of RAM
4) Minimum 28.8 KBPS modem
5) Internet access (including email and World Wide Web)
6) Netscape 3.01 or higher or Internet Explorer 4.0 or higher Web browser

For further information, contact us at:
National Nursing Program,
Division of Nursing
California State University,
Dominguez Hills
1000 East Victoria St.
Carson, CA 90747
310-243-2029

Nationalnurse@soh.csudh.edu

Summer 2000 Term begins May 14

BSN #	DATE	(UNITS)	COURSE TITLE	INSTRUCTOR
301.1	6/4-7/30	(1)	Technology for the Information Age	Rose Welch
310.1,.2	5/14- 7/18	(2)	Professional Nursing Horizons	Rose Welch
**360.1,.2,.3,.4	5/14-8/5	(4)	Professional Issues in Nursing	Kathleen Johnston
400.1,.2,.3	5/14-7/15	(3)	Health Promotion and Teaching	Judith Lewis
405.1,.2,.3	5/14- 8/31	(3)	Statistics	Frank Rust
460.1,.2,.3	5/14-8/5	(3)	Research in Nursing Utilization	Ellen Daroszewski
*480.1,.2,.3	5/14-7/29	(3)	Leadership in Nursing Practice	Maggie Pierce

**Students must complete all 4 modules of BSN 360 by the end of Summer 2000 as BSN 360 will be eliminated after Summer 2000.

For further information, contact us at:
Division of Nursing
California State University, Dominguez Hills
1000 East Victoria St.
Carson, CA 90747
(310) 243-2029
Nationalnurse@soh.csudh.edu

Touch Tone Registration is here!

T.O.R.O.S. -- DIVISION OF EXTENDED EDUCATION TOUCHTONE REGISTRATION SYSTEM

Telephone Registration Systems (T.O.R.O.S.):

Registration	(310) 516-3409-3416	Register Add Classes Drop Classes Waitlist Review your schedule Check course availability

Additional Telephone Information System Applications

Financial Aid	(310) 243-3647	Status of Application Documents outstanding Documents received Loan processing Check disbursement
Grade Reporting	(310) 243-2308	Term Grades GPA Academic Standing

SUMMER SESSIONS TOUCHTONE REGISTRATION DATES ONLY

1st Session: April 3-June 4 • 2nd Session: April 3-June 25 • 3rd Session: April 3-July 16

Touchtone will be up between 6am-midnight, Monday-Saturday. If you need additional assistance, you may select the option to transfer to an operator during office hours.

Welcome to T.O.R.O.S., the Division of Extended Education at California State University Dominguez Hills Touchtone Registration and Billing System. During the Fall and Spring semesters, you may register and drop courses by Touchtone up to the day before the course begins. During the Winter and Summer Sessions, you may register and drop courses only up to the day before the session begins. Touchtone Registration for Extended Education courses is available only to students paying in FULL at the time of registration by credit card, and/or students with approved Financial Aid Award from CSUDH. You may pay by VISA, DISCOVER CARD, OR MASTERCARD. You will receive written confirmation of your registration within seven days from the date of registration.

Failure to pay in full for your classes at the time of registration may result in the immediate cancellation of your courses. If a Third Party pays your fees, please call (310) 243-3741 to register and make payment arrangements. All continuing students and students who have prior records at CSUDH are eligible to register via Touchtone. If you are enrolling for the first time at CSUDH, please call the Division of Extended Education at (310) 243-3741 to register if paying by credit card. First time enrollees may register by mailing their registration forms to the address provided in the catalog or by faxing their registration to (310) 516-3971. Access to grades and GPA information is now available on a separate line. Please call (310) 516-4308 to listen to your grades.

T.O.R.O.S. Checklist

√ Read the information and instructions in your catalog.

√ Note enrollment restrictions, prerequisite and co-requisite requirements.

√ Complete the Registration Worksheet before attempting to register.

√ Prepare a list of alternate sections in case your first choice classes are not available.

√ Call T.O.R.O.S. (310) 516-3409 -3416 from any Touchtone telephone.

√ Change your PIN (for security reasons).

√ Make your entries permanent before exiting the system. Failure to do so will result in cancellation of your course requests.

√ Refer to the "Troubleshooting" section if you encounter difficulty.

√ Call back to add, waitlist, drop or review your schedule at any time after registering for your courses.

√ Check your account balance to confirm that your payment has been received and credited to your account.

Student Identification Number (SID)

Your 9-digit Social Security Number is your Student Identification number.

Personal Identification Number

Your personal identification Number is your birth date (DDMMYY). For example, if you were born on April 12, 1972, your initial PIN number will be 041272. You are urged to change your PIN for security reasons and to keep your PIN in a safe place. Do not write your PIN in your Class Schedule. You may change your PIN by dialing T.O.R.O.S. and making the appropriate selection at the main menu. The recorded voice will guide you.

Holds

Students must clear holds at the appropriate office:

Admissions Hold: Admissions And Records Office, SCC J-103 (310) 243-3600

Financial Aid Hold: Financial Aid Office, SCC- 138A (310) 243-3647

Financial Hold: Cashier's Office, SCC B-135 (310) 243-3812

Library hold: Library ERC B-226, (310) 243-3712

Billing: Accounting Services (310) 243-3803

Extended Education Hold: Division of Extended Education (310) 243-3741

Humanities/External Degree Hold: Division of Extended Education (310) 243-3741

T.O.R.O.S. Information

Making your Entries Permanent: It is very important to make your entries permanent before exiting T.O.R.O.S. Failure to so will result in cancellation of your request(s).

Co-requisites: Some courses require concurrent enrollments in laboratory or activity sections as well as in lecture or seminar sections, or concurrent enrollment in one or more other courses. Failure to add/waitlist both or all co-requisites will result in being dropped from your original request.

Enrollment restrictions: Some courses are restricted to students in specific degree programs, to specific class levels (e.g. seniors) or to certain student levels (e.g. graduates).

Some departments may choose not to print course reference numbers (CRN's) in the Course Listing section of the Class Schedule in order to screen students for eligibility. Other courses may not be available through T.O.R.O.S. but may be added with the instructor's approval.

Students who are not eligible for restricted courses may be able to obtain approval from the department in special circumstances. A signature of approval must be obtained from the appropriate department representative.

Time conflicts: T.O.R.O.S. checks for time conflicts and will not allow registration in classes meeting at the same time. Students with permission from both instructors to enroll in classes with time conflicts will need to register in-person.

Full classes: If you attempt to register for a class that is already full, you will be given two options:
1) to check for open sections of the same course.
2) to place yourself on a waitlist for the requested section.

In order to secure a seat in the class, it is recommended that you check for open sections first and register for an open section, if any. If no open sections exist, you may wish to place yourself on a waitlist for the full section of your choice.

Cancelled classes: If you register for a course that is subsequently cancelled, you will receive written notification from the Division of Extended Education and should register for an alternate class or section as soon as possible. If you do not wish to enroll for an alternate class, you will be automatically issued a full refund for the canceled class.

Schedule adjustment/ Schedule review: Remember, you may call back any time during the Registration period to change or review your schedule. If you choose to exchange one class for another, add the new class before dropping the other class (unless you have reached the maximum enrollment limit.)

11 STEPS TO REGISTER

Step 1

Call T.O.R.O.S. @ (310) 516-3409 through 3416.

Step 2

Press 1 for registration information.

Step 3

Press 1 to register for classes.

Step 4

Enter your 9-digit Student I.D. Number (Social Security Number).

Step 5

Enter PIN (personal I.D. number). Your PIN Number is your birth date (MMDDYY).
Example: 041272 (April 12, 1972).

Step 6

Press 1 to register or drop classes, or 2 to review your schedule or 9 to return to main menu.

Step 7

If you entered 1 in Step 6, select one of the following options:

- √ Press 1 to add (go to step 8) or,
- √ Press 2 to drop.
- √ Press 3 to make your entries permanent (REQUIRED FOR ALL REGISTRATIONS AND DROPS).
- √ Press 4 to check course availability.
- √ Press 5 to list (review) your current schedule.
- √ Press 9 to return to main menu.

Step 8

Enter Course Reference Numbers from your registration worksheet. T.O.R.O.S. will announce the course and section. T.O.R.O.S. will prompt you to enter additional course reference numbers, or enter * and # to end this option and return to the previous menu (1 to add, 2 to drop, 3 to make your entries permanent and pay by credit card, etc.).

Step 9

If the course is full, Press 1 to Check for Open Sections or 2 to Waitlist.

Step 10

When you have entered all your Course Reference Numbers, press the * key followed by the # key to return to step 7. Press 3 to make your entries permanent. Do not hang up without completing this step. Failure to make your entries permanent will result in the cancellation of your registration and in losing all your entries. Stay on the line until the system completes this step and confirms the courses you are enrolled in. Once completed, press 1.

Step 11

If you have finished adding classes, press the * key and the number 6 to go back to the main menu. YOU MUST NOW PAY FOR YOUR COURSES BY CREDIT CARD. FAILURE TO PAY IN FULL FOR YOUR COURSES WILL RESULT IN THE IMMEDIATE CANCELLATION OF ALL YOUR COURSE ENTRIES. To proceed, press 2.

- √ To end this call at any time, press the * key fol lowed by the 9 key.
- √ To return to the selections you heard at the beginning of the call, press the * followed by the 6 key.
- √ To have a prompt or selection repeated, press the * key followed by the 7 key.√ For menu help, press the * key followed by the 4 key at any time.

Important Information:

Whenever you adjust your schedule, call back and review your schedule. Verify your entries against your worksheet. Verify your worksheet against the Schedule of Classes. You are responsible for dropping any unwanted courses and ensuring that you are properly registered.

Waitlist Instructions

Follow steps 1 – 6.
At step 7, press 1 to Register or Add.If the course is full, you will hear:
Example: "Ted 411, section 72, course request number 12345 is closed. To check for open sections of this course, press 1. A waiting list is open for this course; there are currently _ people on the waitlist. If you would like to be put on the waitlist, press 2, otherwise press 3."

Press 1 to check for open sections of the course and register for an alternate section if possible, to maximize your enrolled units. If you decide to register for an alternate section, follow steps 9 and 10.

If there are no available alternate sections or if you choose not to register for one, press the * star key followed by the # pound key to go back to the previous menu. You are now back at step 8.

To waitlist your first choice section:
At step 7, press 1 to Register or Add. Follow Step 9.

Press 2 to Waitlist.
You will hear:

Example: " When you make your entries permanent, you will be waitlisted for TED 411, section 72, course request number 12345." Complete your registration and follow step 10. You will not be on the Waitlist if you do not to make your entries permanent.

Note: After the third invalid entry or if there are system problems, you will be transferred to an operator for help. For additional assistance, call the Registration help line (310) 243-3741.

Mon – Thu.....8am-6pm
Fri.....8am-5pm
Sat 8am-1:30pm

Credit Card Payment Instructions

Press 1 for Account Balance.
Select the term for which you would like billing information.
Enter your nine digit Student ID Number (social security number).

Enter your Personal Identification Number (PIN).

1. Press 1 to review your balance (the current account balance will be spoken).

2. Press 2 to pay by credit card.
Select type of credit card you will use to pay:

Press 1 for Visa.
Press 2 for MasterCard.
Press 3 for Discover Card

3. Enter your credit card number (The number you have entered will be spoken back for verification).
Press 1 if the number repeated is correct.
Press 2 if the number is incorrect and reenter the credit card number.

4. Enter your credit card Expiration Date ((The expiration date you have entered will be spoken back for verification)
Press 1 if the expiration date repeated is correct.
Press 2 if the expiration date is incorrect and reenter the expiration date.

5. Select the amount you wish to pay.
Press 1 to pay the full amount you currently owe.
Press 1 if the amount entered is repeated correctly.
Press 2 to enter a differ ent amount.
The system will place you on hold while your credit card is authorized. The system will inform you that your credit card has been accepted and will instruct you to hold while your payment is applied to your account. If you credit card is denied, you may start over with a different credit card. (Note: you will need to contact your credit card issuer if you wish to find out why your card has been denied.)

When the payment is applied to your account, the system will indicate the remaining amount due for the account, if any.
Press 9 to exit the main menu.

Troubleshooting

√ Can't access T.O.R.O.S.? Check you are dialing the correct number. Are you using a true touch tone telephone? Not all push-button telephones are touchtone. Further, programmable telephones using the "#" or "*" key in programming cause access problems. Try another phone. To register while on campus, you may use the campus pay phones or the courtesy phones located throughout the campus.

√ T.O.R.O.S. not available? Check date and hours of operation. If the system is not available during scheduled hours, try again later.

√ Busy signal?All lines are busy: Try again later.

√ Made a mistake? Do not hang up: Wait for the recorded voice to prompt you.

√ Not able to register for a specific course? Check for footnotes in the course offerings section. The course may:
1) be full. Select Option 4 to listen to alternate open sections or place yourself on the waitlist:
2) be a duplicate section of a course in which you are already registered;
3) have a conflict with another course in which you are already registered;
4) be restricted to certain majors, class levels or student levels;
5) require screening in the department (CRN may not be printed);
6) require one or more co-requisite sections.

√ Unable to get on a Waitlist? Check to make sure course is closed. You may only waitlist for courses that are closed or that are open with existing waitlists.

HELPLINE

If you need assistance with registration, call (310) 243-3741 during the following hours:

Mon–Thu.....8am-6pm
Friday.....8am-5pm
Sat.....8am-1:30pm

Registration Worksheet

Use the grids below to plan your registration and avoid time conflicts

First Choices

	Course Reference No	Course	Sec	Units	Days M	T	W	And Th	Times F	S
Example	12345	Ted 420	71	3	8-8:50		8-8:50		8-8:50	
1										
2										
3										
4										
5										
6										
7										
8										

Alternate Choices

	Course Reference No	Course	Sec	Units	Days M	T	W	And TH	Times F	S
1										
2										
3										
4										
5										
6										
7										
8										

How and When to Register

Enrollment is open now for all of the courses listed in this Bulletin. Because enrollments are taken in order received, we recommend that you register early.

There are Four Convenient Ways to Register for Courses:

BY MAIL: Complete the original or photocopy of the registration form on the inside back cover. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order to CSUDH Extension, or a credit card authorization to

CSUDH Extension
1000 E. Victoria St.
Carson, CA 90747-0005

BY PHONE: You may register by phone with your VISA/ MasterCard/Discover by calling (310) 243-3741, Monday through Thursday 8am - 6pm; Friday 8am - 4pm and 8am-1:30pm on Saturdays.

BY FAX: You may register by FAX with VISA/MasterCard or Discover Card by completing the registration form and FAXing it to (310) 516-3971.

IN PERSON: Come to the Extended Education office to register for a class in person. The office is located in the Extended Education complex on the west side of the campus, EE 1100. You may pay by check or money order, or use your VISA/MasterCard or Discover Card. No cash is accepted.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter. Changes which occur after the cards are mailed will be posted on the door of the scheduled classroom. If you do not receive a confirmation letter, REPORT TO THE FIRST CLASS MEETING. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extended Education office at your earliest convenience.

Fees

The fees for each course are listed in this Bulletin. Please note that there is an additional $30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order or VISA/MasterCard/Discover draft, payable to CSUDH in the exact amount required. Registration will not be considered complete until all payments have cleared the bank. Fees are subject to change.

Tax Deduction

An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. For specific information, please contact your local Internal Revenue Service Center. If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you may qualify for a Hope Scholarship or Lifelong Learning Tax Credit. The Hope Scholarship tax credit is available only to students in their first two years of postsecondary education who are enrolled at least half-time in an eligible program. The Lifelong Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. The tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance, and the taxpayer's modified adjusted gross income. Hope credits apply to fees paid after December 31, 1997 and the Lifelong Learning credit applies to fees paid after June 30, 1998. Consult IRS Publication 970 or your tax preparer for additional information.

Refund of Fees

You must file appropriate forms in the Extension Office in order to receive a refund. Students must officially drop their courses. For credit courses, students must file the appropriate "drop" and "request for refund" forms in the Office of Extended Education. The effective date of the refund is the day the forms are received by the Office of Extended Education.To receive a refund of fees for a noncredit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to send a written request for a refund of fees to our office. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education office immediately. Refunds are granted in accordance with the State refund schedule.

- **If an Extension course is cancelled, the entire course fee will be refunded**
- **If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a $5 processing fee for credit courses)**
- **If you withdraw after the first class and before the first 25 per cent of the course has elapsed, 65 percent of the total fee will be refunded**
- **After 25 percent of the course time has elapsed, no refund will be made**
- **Courses of four meetings duration or less, no refund will be made**

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional $25 charge.

The Division of Extended Education at CSUDH offers a variety of credit and non-credit courses.

Extension Courses

Academic credit is awarded for successful completion of formally recognized institutional extension courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval.

Special Sessions

Resident academic credit is given for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see the University catalog.

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.

Official Withdrawal from an Extension Credit Course

Courses less than 1 week

Prior to the first class meeting a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time during the course.

One Week Courses

During the first day of the week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first day of the week.

Two Week Courses

During the first three days of the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first three days of the week.

Three Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last two days of the session a student may withdraw with a "W". During the last two days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Four and Five Week Courses

During the first week a student may withdraw and no no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last four days of the session a student may withdraw with a "W". During the last four days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Six, Seven and Eight Week Courses

During the first two weeks a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last week of the session a student may withdraw with a "W" . During the last week of the session a student may withdraw with a "W" for serious and compelling reasons only.

Final Exams

Once final examinations begin, no drops or withdrawals are allowed. A student who does not officially withdraw shall receive "F" or "U" grades for all courses on his/her official record.

Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Small College Complex, J103). A fee of $4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are $2 each. (310) 243-3600.

Verification of Enrollment for Noncredit Courses

At the end of each term, students enrolled in noncredit courses are sent a Verification of Enrollment. More copies may be obtained by calling the Office of Extended Education, (310) 243-3741.

Noncredit

Many of the short courses, workshops and seminars in this bulletin are noncredit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. Course numbering is as follows:
A= Arts: DA=Dance; DR=Drama; FL=Film; MS=Misc; MU=Music; PD=Painting & Drawing; PH=Photography.
B=Business: AC=Accounting; BK=Banking; BL=Business Law; FI=Finance; GB=General Business; IN=Investments; IX=Import Export; MB=Medical Business; MG=Management; MK=Marketing; PF=Personal Finance; PR=Personnel; RE=Real Estate; SB=Small Business; TX=Tax.
C=Computers: CB=Computer Basics; DB=Data Base; DP=Desktop Publishing; OS=Operating Systems; PG=Programming; SS=Spread Sheets; WR=Word Processing.
E=Environmental: ER=Ergonomics; HZ=Hazardous Waste; IH=Industrial Hygiene; OC=Occupational Therapy.
F=Foreign Language: SP=Spanish; JP=Japanese.
H=Health: GH=General Health.
K=Kids: EX=Exams; RD=Reading; VO=Vocabulary; WR=Writing
L=Letters: LT=Literature; SR=Speed Reading; WS=Writing Skills.
P=Psychology: FM=Family; GH=General Health; TH=Therapy; YO=Youth
R=Recreation: CO=Canoeing; FI=Fitness; FL=Flying; MA=Martial Arts; SL=Sailing
S=Seniors: OM=Omnilore
T=Travel
X=Exam Test Prep: CB=CBEST; GM=GMAT; LS=LSAT; MS=MSAT; SA=SAT

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is nationally recognized for relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. Course numbering is 900-999.

Extension Grading Procedures

Unless a course is offered for a grade of credit/noncredit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/noncredit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Grade reports will be sent approximately three weeks after the course ends. Official transcripts with current grades will not be available for at least three weeks after the end of the course. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, call (310) 516-4308.

Class Cancellation

Occasionally an Extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled, and their fees will be refunded by check from the University. When you pre-enroll, therefore, please give us a daytime telephone number so that you will not be inconvenienced if the class must be cancelled.

Change of Address

If you are receiving several copies of the Extended Education Bulletin, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the Bulletin at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: Extended Education, CSU Dominguez Hills, Carson, CA 90747-0005.

Nondiscrimination Policy

The Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities.

Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 243-3737 or the Vice President of Student Affairs at (310) 243-3784.

Schedule Changes

Although care is taken to ensure the accuracy of all information in this Bulletin, there may be unintended errors and changes or deletions without notification. In situations when our office has sufficient advance notice, we will make every attempt to notify pre-enrolled students about changes in class dates, time or location.

Standards

Degree credit courses in Extended Education adhere to the academic standards of the University. All activities usually associated with regular University course work are integral parts of the degree credit instruction program.

It is our aim, through course review, planning and the selection of quality, experienced Extended Education faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

Resources for Students Computer Labs

Student identification cards -- available at the Extended Education Office -- will entitle those enrolled to full use of the CSUDH Computer Labs.

Library Services

Student identification cards will entitle those enrolled in credit courses to full use of the CSUDH Library.

Loker Student Union

Hours are 7:30am to 7pm Monday through Thursday, from 7:30am to 5pm Friday, and from 8am to 3pm on Saturday. Food is served from 7:30am-6pm Monday through Thursday, 7:30am-2pm Friday, and from 8am-2pm Saturday. There is no food service on Sundays. Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am -2pm. For further information, call (310) 243-3814.

Parking

Redondo Beach Community Center (RBCC): Ample free parking.

Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.

CSUDH

Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost $2 per day. Weekly passes are available at the Cashier's Office. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines). *Subject to change.

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore, (310) 243-3829. The Bookstore hours during regular semesters are Mon-Thu 8am-6:30pm, Fri 8am-4pm, Sat 10am-2pm(6/10, 17; 7/1, 15 & 22 only) Campus is closed on July 4. Registration fees do not include textbooks unless noted.

Open University

Extension students may enroll in regular CSUDH classes through a program called Open University in Spring and Fall terms. To enroll in a course you need the consent of the instructor and you must have completed any prerequisites for the course.

You will earn academic credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are $140 per semester unit ($420 for a three-unit class--fees subject to change).

To register for Open University classes, follow the instructions below:

1. Pick up an Open University registration form from the Division of Extended Education (EE 1100 in the Extended Education Complex on the west end of the campus).

2. Complete the student information on the registration form, including the course information.

3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.

4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis.
Remember, all prerequisites for a course must be completed before you will be permitted to enroll.

5. Bring the signed and completed registration form to the Extension office and pay the required fees. Payment may be by check, money order or VISA/MasterCard/Discover draft, payable to CSUDH in the exact amount required. Registration will not be complete until all payments have cleared the bank.
Registration dates vary by semester. For a complete schedule of classes, please call (310) 243-3741.

Use of Social Security Number

Students are required to provide the university with their correct social security numbers (individual taxpayer identification numbers) pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University uses the social security number to identify records pertaining to the student and, if needed, to collect debts owed the University. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within sixty days. Failure to furnish a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

Important Tax Credit Information

If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you **may** qualify for a **Hope Scholarship or Lifetime Learning Tax Credit.** The Hope Scholarship tax credit is available only to students in their first two years of postsecondary education who are enrolled at least half-time in an eligible program. The tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income. Hope credits apply to fees paid after December 31, 1997. **The Lifetime Learning Tax Credit** The Lifetime Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. As with the Hope Scholarship tax credit, this opportunity is based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income. The Lifetime Learning credit applies to fees paid after June 30, 1998. Consult IRS Publication 970 or your tax preparer for additional information on both programs.

Disabled Student Services

Students with verified disabilities, which are permanent or temporary (e.g., broken bones, strained back, other sprains, etc.) are eligible for a variety of support services from the Disabled Student Services Office. Information regarding special facilities and services available to students with a disability may be obtained from the Director of Disabled student Services Office, located in the Student Health Center, Room A-106, (310) 243-3660 (voice) or 243-2028 (TDD).

Section 504 of the Rehabilitation Act of 1973

California State University, Dominguez Hills is an equal opportunity/affirmative action institution. As a unit of the university, the Division of Extended Education does not discriminate on the basis of race, color, religion, national origin, gender, sexual preference, age, disability or veteran status. This policy is applicable to employment and student admission, and to all educational programs and activities.

Immigration Requirements for Licensure

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that the CSU and other state agencies implement "as expeditiously as reasonably practicable" the provision of The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L.104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Chancellor's office.

Thinking About Going Back to School? Try

Open University

at California State University, Dominguez Hills

Open University is a program that permits you, as a member of the community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public. Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have.

Open University is for you if you:

- **Missed the deadline for admission to the regular resident program**
- **Want to examine a particular field before actually enrolling in a degree program**
- **Want to update your professional training**
- **Are not able to attend on a continuous basis**
- **Have been disqualified or are otherwise ineligible for admission & need to raise your GPA**

Call (310) 243-3741 for a brochure now!
Fall Semester starts August 28!

ONE CALL: 5 UNIVERSITIES

CALNET

DISTANCE LEARNING PROGRAMMING

CSU DOMINGUEZ HILLS • CSU FULLERTON

CSU LONG BEACH • CSU LOS ANGELES • CAL POLY POMONA

What is CALNET Distance Learning?

- You call one number to register, and gain information on the class
- You save commuting time and expenses by taking classes at home or at locations near home or work
- You can take a class you need at another CSU if it is not offered locally

Who can enroll?

If you are a registered student at any of the participating CSU campuses you may enroll in the classes offered. You will need to meet the prerequisites as described in your university catalog. You will receive credit on your home campus.

What kind of equipment do I need?

If you are taking online courses, you need access to a computer. If you are taking courses over TV, you need access to PBVS, Pacific Bell Video Services. In the future, there will be other forms of delivery.

Summer Schedule

CSUF

Principles of Communication Research
COMM 410 (3 units)
Internet

TWTH" 5/30-7/15
Code Numbers:
69-70-24 or41-42-09
Inst: Dr. Edgar Trotter
Class Interaction Number:
(714) 278-2055

Prerequisites: Comm 233 and Junior Standing
Research methods used to assess the effects of print, broadcast, and film communications on audience attitudes, opinions, knowledge, and behavior. Research design and data analysis in communications research.

AND THERE'S ROOM TO GROW!

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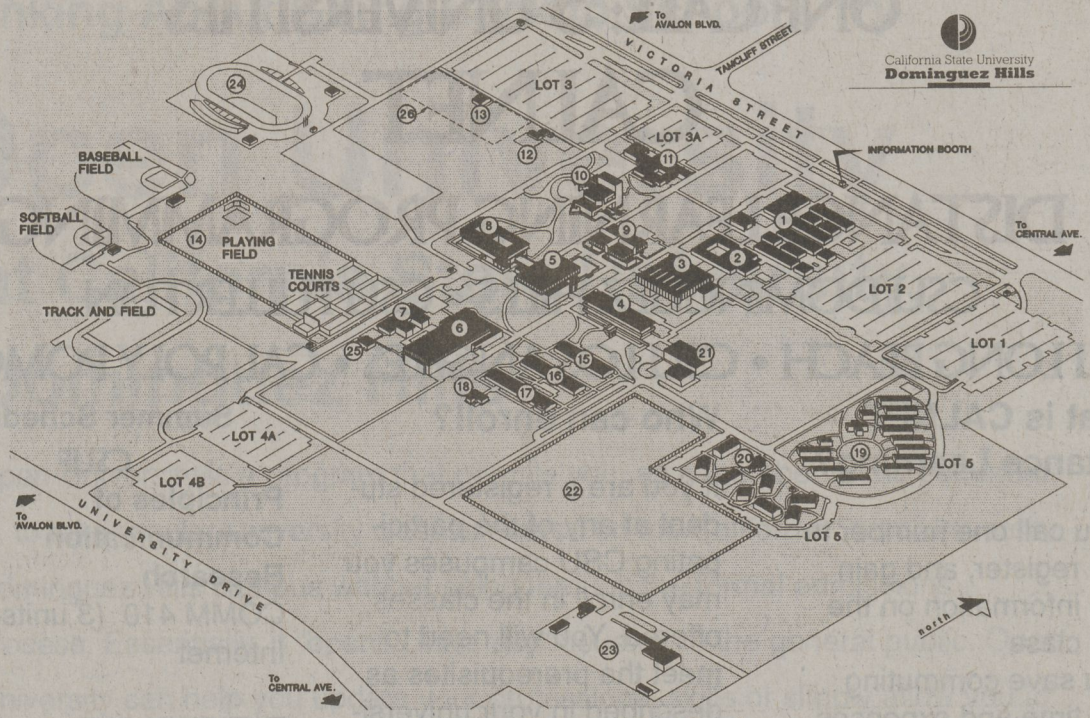
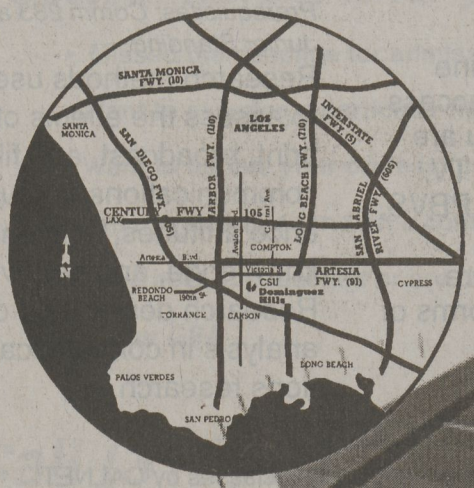
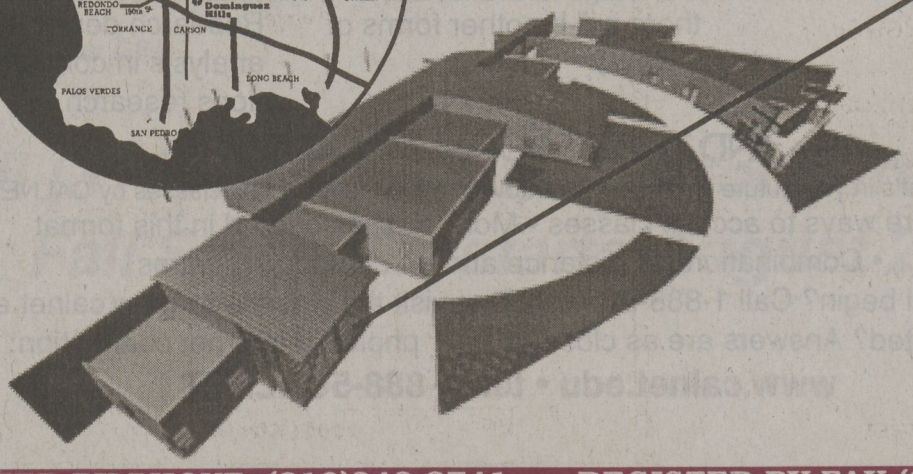


California State University, Dominguez Hills General Legend

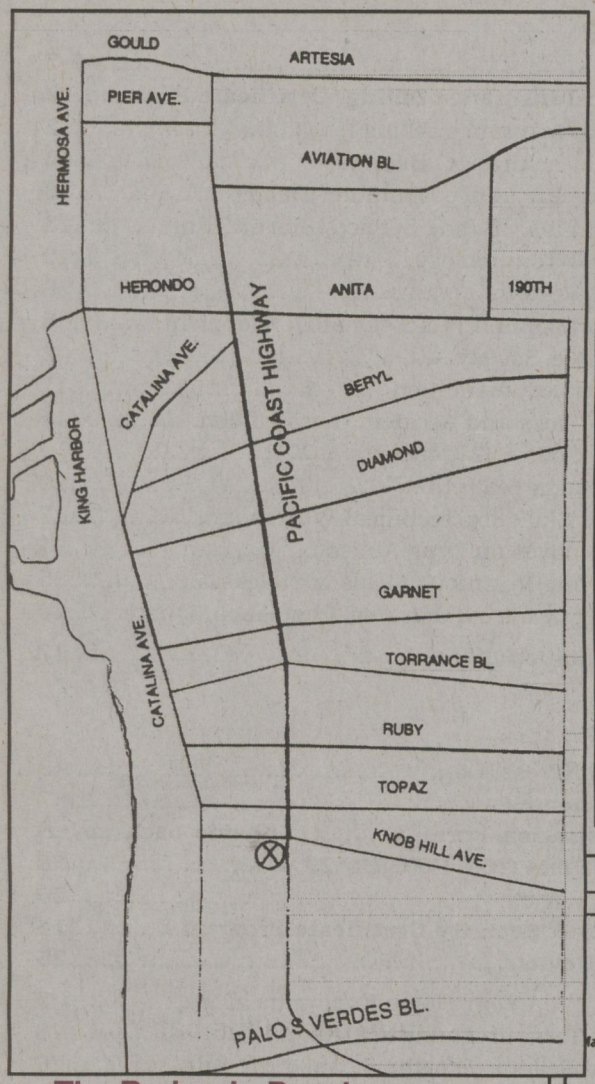
CDC	12	**Child Development Center**
CMS	18	**California Academy of Mathematics and Science Laboratory**
CP	21	**Central Utility Plant**
ERC	5	**Cain Educational Resources Center** – Library, Central Administrative Offices, Distance Learning, Instructional Media
FH	7	**Field House** (Athletics)
GYM	6	**Gymnasium**
HC	25	**Hughes Education and Athletic Center** – Athletic Offices, Arthure Ashe Safe Passage Program
ITC	12	**Infant Toddler Center**
LCH	8	**LaCorte Hall** – School of Health, Art Gallery
NHP	22	**Natural History Preserve**
NSM	4	**Natural Science and Mathematics** – College of Arts and Sciences Administration
N-TRL	13	**Nursing Trailer** (Temporary) – International Nursing Program
OPE	14	**Outdoor Physical Education**
PP	23	**Physical Plant** (receiving Warehouse)
SAC1	15	**South Academic Complex 1**
SAC2	16	**South Academic Complex 2** – California Academy of Mathematics and Science
SAC3	17	**South Academic Complex 3** – California Academy of Mathematics and Science
SBS	3	**Social and Behavioral Sciences** – School of Management, Shinwa Japanese Garden
SCC	1	**Small College Complex**
SH	19	**Student Housing** – Buildings A through O
SH	20	**Student Housing** – Buildings P through X
SHC	11	**Student Health Center**
SOE	2	**School of Education**
USU	9	**Donald P. and Katherine B. Loker University Student Union**
UT	10	**University Theatre**
VEL	24	**Olympic Velodrome**
	26	**Future Site:** Extended Education and University Foundation

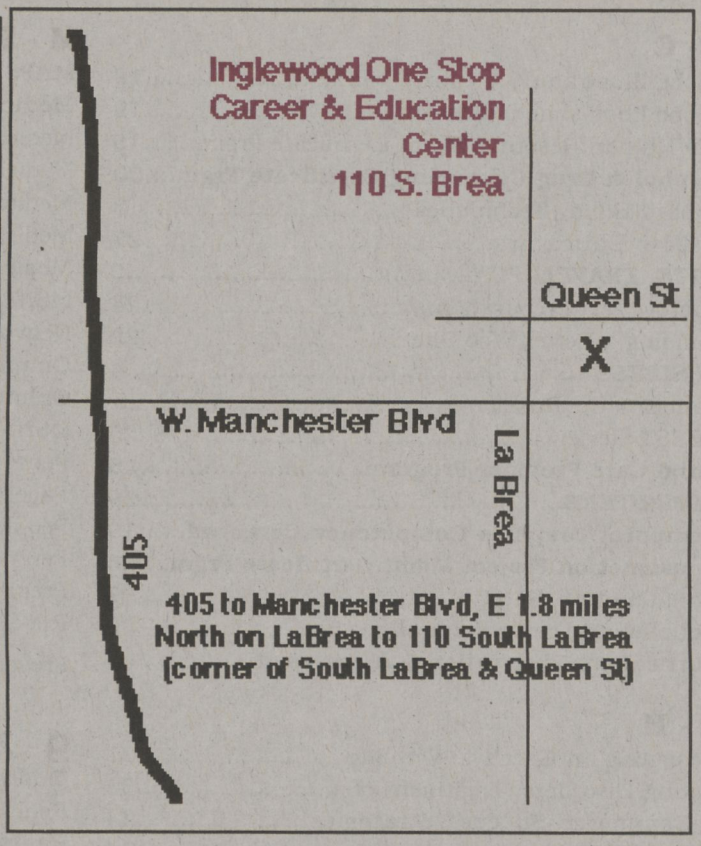


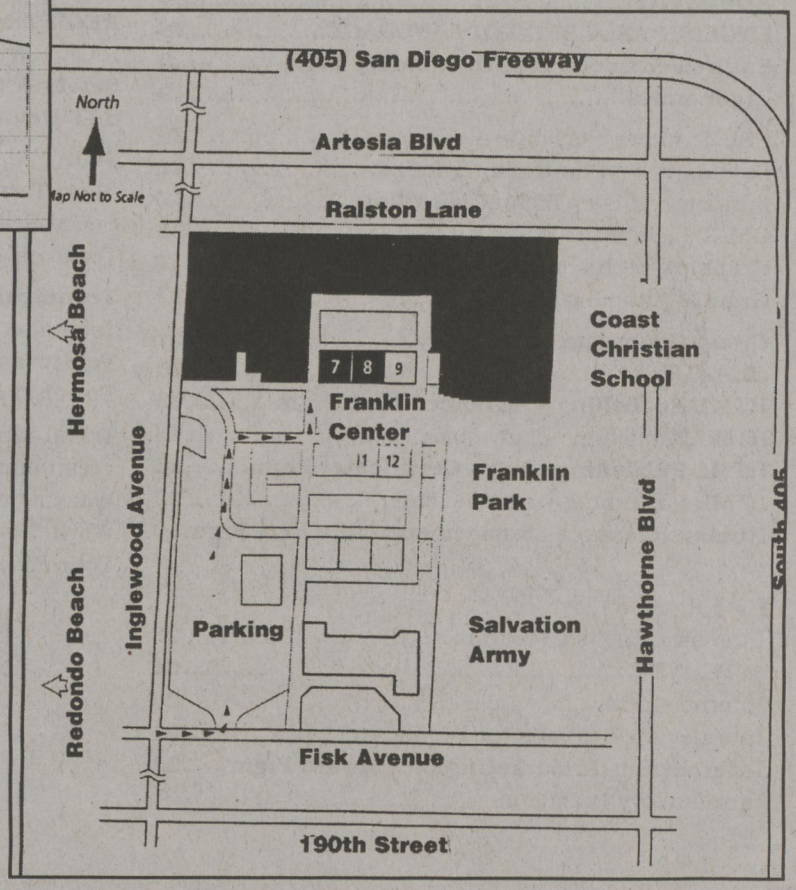
Register at the new home of Extended Education, at the western end of the campus. Enter at the Tamcliff stoplight, and turn right. You'll see the Extended Education Complex across Lot 3. The Registration Building is on the left.



REGISTER BY PHONE: (310)243-3741 • REGISTER BY FAX (310) 516-3971







The Redondo Beach Community Resource Center (above)

320 Knob Hill Avenue at Pacific Coast Highway.

Parking is Free in Lot

The Franklin Community Center (right)

850 Inglewood Avenue
Redondo Beach

Parking is Free
-- in Lot or in Street

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California State University, Dominguez Hills
University Extension Registration Form
EXTENSION PROGRAMS

Date of Application_____ **Social Security No:**_____ **Birthdate**_____
month/day/year

Name _____
Last *First* *Middle Initial*

Address _____
Street *City* *State* *Zip*

Telephone _____ **E-Mail** _____
Day *Evening* *Fax*

New address? yes ❒ no ❒ male ❒ female ❒ ethnicity (optional) _____ single ❒ married ❒

Have you been enrolled at CSUDH before? yes ❒ no ❒ **Date last enrolled**_____

RH

Course Information

CRN No	DEPT	SECTION	TERM (i.e. Sum 00)	COURSE TITLE	UNITS	FEE

EXTENSION

Total Fee Submitted _____

Payment Method

❒ Check/Money Order. Make check payable to CSUDH Extension ❒ I authorize the use of my VISA/MC/Disc (circle one)

Account Number _____ Exp Date _____

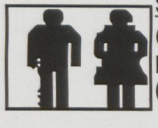
Cardholder's Name _____ Cardholder's Signature _____

Refund Policy

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00am and 5:00pm Monday through Thursday, 8:00am to 4pm on Fridays, and from 8:00am to 1:30pm Saturdays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

4 WAYS TO REGISTER

Mail to CSU Dominguez Hills
Extended Education EE 1100
1000 East Victoria Street, Carson, CA 90747



Stop by the Office of Extended Education on Campus in Carson, 1000 East Victoria, Carson.
For more information, call the Office of Extended Education (310) 243-3741

Phone (310) 243-3741

FAX to (310) 516-3971

2-250

California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street
Carson, CA 90747

Nonprofit Org.
U.S. Postage
PAID
Permit No. 246
Gardena, CA

This summer, check out these certificate programs:

Alcohol & Drug Counseling
Computer Graphics Competency
Family Childcare Provider
Construction Project Management
Environmental & Occupational Health & Safety
HTML Publishing (Intermediate & Advanced)
Human Resource Management – Advanced
Internet Business & Marketing
Medical Insurance Billing
Safety & Security
Technical Writing
Telecommunications

Registration is even easier at our new facility!